August 31, 1942

Lt. Col. Francis Coates
Ferrying Division, Air
Transport Command, Room 2647
War Department
Washington, D.C.

letter from: Mr. Lyndon T. Kaiser
Snyder & Black, Inc
200 William St.
New York City

re information on "organization of
American Women Flyers to be
used in the 'Ferry Service in
U.S.A.', etc.

(copy of
this sent).

War Dept.

WAR DEPARTMENT
HEADQUARTERS, SERVICES OF SUPPLY
WASHINGTON, D. C.

WOMEN'S BUREAU
SEP 1 1942
DEPARTMENT OF LABOR

SPGC-L 291.9

August 31, 1942.

Miss Mary Anderson, Director
Women's Bureau
U. S. Department of Labor
Washington, D.C.

Dear Miss Anderson:

This office received a letter from you some time ago, relative to the desirability of installing a cafeteria at the Watertown Arsenal.

I wish to advise you that this office has been informed that steps have been taken to provide hot food to the shop employees through a recognized and reputable local industrial caterer. Plans are also underway to provide hot food to administrative personnel who are centrally located in the Arsenal's nine buildings.

Very truly yours,

James T. Mitchell

JAMES T. MITCHELL,
Director, Civilian Personnel Division,
Headquarters, Services of Supply.

Listed for 350 W.S.



Exhibit 1. (1)
Mrs Wenott

WAR DEPARTMENT

Headquarters, Services of Supply

Washington,
D.C.

SPGC-L 291.9

August 31, 1942.

Miss Mary Anderson, Director
Women's Bureau
U. S. Department of Labor
Washington, D.C.

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Very truly yours,

JAMES T. MITCHELL,
Director, Civilian Personnel Division,
Headquarters, Services of Supply.

War Dept 13

WAR DEPARTMENT
Headquarters, Services of Supply
Washington, D. C.

Exhibit 2. Copy

SPGC-L 291.9

August 31, 1942.

Miss Mary Anderson, Director
Women's Bureau
U. S. Department of Labor
Washington, D. C.

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I wish to advise you that this office has been informed that steps have been taken to provide hot food to the shop employees through a recognized and reputable local industrial caterer. Plans are also underway to provide hot food to administrative personnel who are centrally located in the Arsenal's nine buildings.

Very truly yours,

(Signed) James T. Mitchell,
Director, Civilian Personnel Division,
Headquarters, Services of Supply.

War Dept.
Watertown Ars.

July 29, 1942

Mr. James P. Mitchell, Director
Civilian Personnel Division
Headquarters, Services of Supply
War Department
Washington, District of Columbia

Re: SPGC-L 291.9

My dear Mr. Mitchell:

We know you will be interested that your response to Miss Anderson's letter of July 15th concerning the need for eating facilities at the Watertown Arsenal has brought results. Today I was informed that 12 hot food units will be established in different parts of the arsenal, together with vending stations. Needless to say, we are delighted at the quick action as is the personnel at the arsenal.

With much appreciation,

Sincerely yours,

Bertha M. Nienburg,
Assistant Director

BMN:LW

WAR DEPARTMENT

HEADQUARTERS, SERVICES OF SUPPLY

WASHINGTON, D. C.

SPGC-L
291.9
7/15/42

July 18, 1942



Miss Mary Anderson,
Director, Women's Bureau
U. S. Department of Labor
Washington, D. C.

Dear Miss Anderson:

Thank you for your letter of July 15, 1942 with reference to deficiencies in eating facilities at the Watertown Arsenal.

I have asked the Office of the Chief of Ordnance to look into this matter and to take whatever steps may prove practicable to remedy the situation.

Sincerely yours,

James P. Mitchell

JAMES P. MITCHELL
Director, Civilian Personnel Division

July 15, 1942

Mr. James P. Mitchell, Director
Civilian Personnel Division
Headquarters, Services of Supply
War Department
Washington, D.C.

My dear Mr. Mitchell:

A few weeks ago we were advised by the Commanding Officer of the Watertown Arsenal that they were contemplating employing women on the production line, and asked if we would send someone to discuss with them conditions of such employment. I sent two of our agents - the Assistant Director, Miss Nienburg, and Miss Margaret Kay Anderson - who discussed with Captains Crotty, Priddy and Kohler the question of employment of women. We found, however, that there are deficiencies in that there are no facilities for food.

The service of food is important to the health and efficiency of workers. I am enclosing a leaflet which discusses the time for meals and rest.

We feel that it is very important that the Watertown Arsenal provide for a cafeteria so that the workers can receive a hot meal in the middle of the day. I am sure that would improve their efficiency immensely, as well as safeguard their health.

I hope that it may be possible for that arsenal and others that do not have cafeteria service to institute such for the well-being of the employees, and also for the best efficiency possible for an all out production.

Sincerely yours,

MA:ec

Mary Anderson, Director

July 15, 1942

The Commanding Officer
Watertown Arsenal, War Department
Watertown, Massachusetts.

Dear Sir:

Two representatives from the Women's Bureau - Miss Nienburg and Miss Margaret Anderson - have visited the Watertown Arsenal and discussed with Captains Crotty, Priddy and Kohler the question of employment of women. We recommended that food facilities be provided. It is very necessary that there should be a hot meal at lunch time for the employees, as we have found that their general health is better; there is less absenteeism, and much better production, if the break for lunch-time is given, and a hot meal served.

I have written a letter to the War Department, here, to Mr. James P. Mitchell, Director, Civilian Personnel Division, a copy of which you will find enclosed.

I am also enclosing a copy of our leaflet on "Time for Meals and Rest", which many employers have found to be the best standards for the employment of women.

Sincerely yours,

Mary Anderson, Director

MA:ec

U. S. DEPARTMENT OF LABOR

WOMEN'S BUREAU

WASHINGTON

Bond Hotel
Hartford, Conn.
July 14, 1942

WOMEN'S BUREAU
JUL 16 1942
DEPARTMENT OF LABOR

Mary Anderson, Director
Women's Bureau
U. S. Department of Labor
Washington, D. C.

Dear Miss Anderson:

Yesterday I was out to see Captain Priddy at the Watertown Arsenal. He wondered if we had not pondered the purpose of his rather general letter, and explained that he had to make it general because he could not come out and point blank ask us in writing what he was interested in, because it dealt with a delicate subject.

Captain Crotty and Captain Kohler had told him that on our visit to the Arsenal we had pointed out and stressed the necessity of providing food service in the Arsenal, making provision for serving hot lunches to the workers. It developed that this was a thing which Captain Priddy is very interested in and has been trying to get ever since he came to the Arsenal, but for some unknown reason the Commanding Officer has always balked him in his efforts. The excuse has generally been that providing a cafeteria would involve construction costs and under the priorities system it is difficult to get materials. However, right now there is space in one building that could be converted into a cafeteria if Captain Priddy is able to put his point across.

Captain Priddy thought it would be helpful if we would write a letter to the Chief of Ordnance pointing out that two representatives of the Bureau had been asked to come to the Watertown Arsenal and confer with some of theofficers concerning problems in connection with the employment of women. During the course of this visit it was observed that there were no food service facilities, and according to the working conditions standards set down by the Women's Bureau this was pointed out as a gross deficiency that should be remedied. Then elaborate on the importance of food service for the health and efficiency of the workers, etc.

Then it would be well if a letter was addressed to the Commanding Officer of the Watertown Arsenal telling him that a visit had been made by Bureau representatives, and a recommendation had been made that food service facilities should be provided. Then state that as a matter of interest he might like to know that as a follow-up on that visit the Chief of Ordnance in Washington had been contacted and enclose a copy of the letter written to them. In this way it would come to him as a formal recommendation of the Bureau and would carry more weight.

U. S. DEPARTMENT OF LABOR

WOMEN'S BUREAU

WASHINGTON

I also pointed out to Captain Priddy that we felt the workers should be given a definite lunch period and not be required to eat while working at their machines. However, he felt it would be unwise to raise this issue together with the question of providing food service because that would then bring up the whole problem of maintenance of production schedules if the machines are closed down during the meal period. This would then divert attention from getting provisions for food.

I explained, too, that Miss Nienburg had intended to go into this whole problem of getting food service facilities into some of the arsenals as soon as she returned to Washington, but was not certain just what approach would be used in coping with the problem. Captain Priddy was anxious that the Bureau get busy on this matter for the Watertown Arsenal as soon as possible, because time was of the essence with this space available in one building at the present time.

Captain Priddy emphasized that his conference with me regarding the method we should follow in writing to the Chief of Ordnance and Commanding Officer would have to be treated somewhat unofficially and confidentially because the whole problem was a delicate subject around the Arsenal, and we could not say that he had requested us to make such recommendations. He was very pleased that his letter had aroused sufficient interest so that I was instructed to make a return visit, which was just the effect he wanted his letter to have.

Sunday I phoned the place where Miss Nienburg had been staying and discovered that she had left there Saturday and gone with Miss Valentine to Ashland, and as a result I did not get to see her.

I came down to Hartford from Boston last night so Miss Ziegler and I are together again. We are in the midst of writing up a good deal of material on our machine tool plants which will be sent into Washington shortly. We will then start our gun plant visits at Colts, Springfield Armory, Watervliet, and Savage Arms.

Sinecerly,

Margaret Kay Anderson

Margaret Kay Anderson

STANDARD FORM No. 14
APPROVED BY THE PRESIDENT
MARCH 10, 1926

TELEGRAM

OFFICIAL BUSINESS—GOVERNMENT RATES

FROM U. S. Department of Labor

BUREAU WOMEN'S

CHG. APPROPRIATION Salaries & Expenses, 1942

U. S. GOVERNMENT PRINTING OFFICE 10—1723

DAY LETTER

July 10, 1942

Margaret Kay Anderson
Providence-Biltmore Hotel
Providence, Rhode Island.

~~FEEL YOU SHOULD~~ Please MAKE RETURN VISIT TO ~~THE~~ CAPTAIN PRIDDY WATERTOWN ARSENAL NIENBURG NOT WELL ENOUGH USE OUR SPECIAL BULLETIN ~~NUMBER ONE~~ EFFECTIVE INDUSTRIAL USE ~~OF~~ WOMEN STOP QUESTIONS WILL BE ASKED ON ~~THE~~ SPOT AND WILL HAVE TO BE LEFT TO JUDGMENT ~~OF PERSON MAKING VISIT.~~ null

(37)

MARY ANDERSON, DIRECTOR



WOMEN'S BUREAU
JUL 10 1942
DEPARTMENT OF LABOR

TELEPHONE GASPEE 9200

CABLE ADDRESS-PROBILT

THE
PROVIDENCE BILTMORE
PROVIDENCE, R.I.

LOU C. WALLICK, PRESIDENT
DUANE WALLICK, VICE PRESIDENT AND MANAGER

July 9, 1942

Mary Anderson, Director
Women's Bureau
U.S. Dept. of Labor
Washington, D.C.

Dear Miss Anderson:

The letter from the Watertown Arsenal was forwarded to me as I guess you know. When Miss Nienburg and I visited the Arsenal we discussed a multitude of things with Capt. Crotty and Capt. Kohler; and, although we made certain suggestions, we made no formal recommendations as such.

Captain Priddy had left a list of questions to ask us, but rather than ask us them in order, the two officers said we would chances are answer most of them in the course of going through a part of the Arsenal and the training school. Consequently it is a little difficult to draw up formal recommendations being that the whole discussion was informal, and we do not know what Captain Priddy wants answered most specifically.

I thought possibly Miss Nienburg could go back and see Captain Priddy at the Arsenal before she left Boston to return to work. I have not heard how much longer she intends to be in Boston but I surmise she is still there. If she does go there



TELEPHONE GASPEE 9200 CABLE ADDRESS-PROBILT

THE
PROVIDENCE BILTMORE
PROVIDENCE, R.I.

LOU C. WALLICK, PRESIDENT
DUANE WALLICK, VICE PRESIDENT AND MANAGER

I thought she would want the letter we received, so have enclosed it. I merely offer this as a feasible suggestion in the light of what transpired when we visited the Arsenal.

We found 90 women working at Fellows Gear Shaper in Springfield, Vermont which is the most we have found anywhere so far. Today I go out to Brown-Sharpe Manufacturing Company where I know they have women and it will be interesting to see what kind of work they are doing. Martha Ziegler is visiting La Pointe Broach Co. in Hudson, Mass. today and we know they are employing women. We decided to do these two plants separately so as to facilitate our getting through sooner.

Sincerely,

Margaret Kay Anderson

ALL COMMUNICATIONS SHOULD BE ADDRESSED TO "THE COMMANDING OFFICER"

LPJr/mch

WAR DEPARTMENT
WATERTOWN ARSENAL
WATERTOWN, MASS.

TO INSURE PROMPT ATTENTION
IN REPLYING REFER TO

_____ No. _____

ATTENTION OF

_____

July 3, 1942



Miss Mary Anderson
Director Women's Bureau
U. S. Department of Labor,
Washington, D. C.

Dear Miss Anderson

During the visit of the Misses Margaret Anderson and Bertha M. Nienburg, the writer was unavoidably absent from the Post and unable to participate in the discussion on the problems involving women in heavy manufacturing operations. It is therefore requested that a copy of the recommendations made by the Misses Anderson and Nienburg as a result of visit to this Arsenal be forwarded to the writer at your earliest convenience.

Yours very truly,

Lawrence Priddy, Jr.

LAWRENCE PRIDDY, JR.
Capt., Ord. Dept.
Asst. Admin. Officer.

ALL COMMUNICATIONS SHOULD BE ADDRESSED TO "THE COMMANDING OFFICER"

LPJr/mch

WAR DEPARTMENT

WATERTOWN ARSENAL

WATERTOWN, MASS.

8540

TO INSURE PROMPT ATTENTION
IN REPLYING REFER TO

No.

ATTENTION OF

June 5, 1942

WOMEN'S BUREAU
JUN 8 - 1942
DEPARTMENT OF LABOR

Miss Mary Anderson
Director Women's Bureau
U. S. Department of Labor,
Washington, D. C.

Dear Miss Anderson

I very much appreciate your note of June 4 and your kindness in sending some of your publications to us and particularly your kindness and courtesy in asking two of your experts in the field of employment of women in War industry to call upon me next week.

It was particularly nice of you to tell me that they are coming as it will enable me, and the other four or five officers here who share this problem with me, to brush up on the subject and be ready to derive all the value we can from the expert advice of Misses Nienberg and Margaret Anderson.

The most perplexing part of our problem deals with the attitude of the newly employed girls toward the question of morals in connection with the men here and the general subject of getting along with the men here now.

I am looking forward with great pleasure to making the acquaintance of Misses Nienberg and Margaret Anderson and can assure you that we will be most grateful to you and to them for any help you can give us.

Very truly yours,

Lawrence Priddy Jr

LAWRENCE PRIDDY, JR.
Capt., Ord. Dept.
Asst. Admin. Officer.

War Dept
Defense

June 4, 1942

Capt. Lawrence Priddy, Jr.
Assistant Administrative Officer
Watertown Arsenal
Watertown, Mass.

My dear Capt. Priddy:

Under separate cover I am sending you several of our publications. These publications express the policies established by the Women's Bureau in the employment of women in the heavy industries.

I am asking two of our experts in the field of employment of women in the war industries to call upon you some day next week and discuss with you the feasibility of women's employment. These experts have made investigations of women's occupations in the gun-making industry both in the United States and Canada. They are: Miss Bertha M. Nienburg, Assistant Director of the Women's Bureau, and Miss Margaret Anderson, a member of our field staff. Both will be in Massachusetts next week. Therefore I am asking them to call on you and give you such help as they can.

Sincerely yours,

Mary Anderson, Director

MA:IS

Under Separate cover:
Spec. Bul. Nos. 1,2,3
Canadian Gun report
Artillery Report

ALL COMMUNICATIONS SHOULD BE ADDRESSED TO "THE COMMANDING OFFICER"

LPJr/mch

WAR DEPARTMENT

WATERTOWN ARSENAL

WATERTOWN, MASS.

TO INSURE PROMPT ATTENTION
IN REPLYING REFER TO

_____ No. _____

ATTENTION OF

_____



June 2, 1942

Miss Mary Anderson
Director Women's Bureau,
United States Department of Labor,
Washington, D. C.

Dear Miss Anderson

This Arsenal finds itself faced with a problem upon which it has had no experience - namely, the employment of women in heavy manufacturing industry. Within the past few months the number of women applying for employment at this organization has increased tremendously and, with the difficulty of keeping men at work here because of the Selective Service, we are faced with problems of morals, physical standard, pay, stamina, safety, etc., in employment of women.

Would you please be good enough to send me at your earliest convenience all of the material which you have by way of studies or memoranda or articles touching upon these subjects, so that we, in arriving at a policy decision upon these matters of employment, may have some experience upon which to base a decision.

Looking forward to an early reply, I am,

Yours very truly,

Lawrence Priddy, Jr
s/f

LAWRENCE PRIDDY, JR.
Capt., Ord. Dept.
Asst. Admin. Officer

COPY

WAR DEPARTMENT
Watertown Arsenal
Watertown, Mass.

June 2, 1942

Miss Mary Anderson
Director Women's Bureau
United States Department of Labor
Washington, D. C.

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Looking forward to an early reply,

Yours very truly,

(Signed) Lawrence Priddy, Jr.

Capt., Ord. Dept.
Asst. Admin. Officer

LPJr/mch

August 27, 1942

Mr. Leonard H. Fortunato
Personnel and Liaison Officer
U.S. Army Ordnance, 27 Bird Avenue
Edgewood, Wheeling, West Virginia.

My dear Mr. Fortunato:

We have your request of August 16th, and our reply has been delayed due to our effort to find what agency had issued the booklet you mentioned.

The Women's Bureau has not issued a pamphlet on morale among women workers. We have published something on standards for women's working conditions, and these are enclosed.

Sincerely yours,

Mary Anderson, Director

rfn
ec

War Dept
Defense

August 24, 1942

War Department
Washington, D. C.

Letter from: Mrs. Gladys Berrie
1604 Sixth St., N.W.
Washington, D. C.

Enclosed letter requests assistance in locating Gregory Thompson, who was inducted into the army last March.

Mary Anderson

LD

WOMEN'S BUREAU
AUG 19 1942
DEPARTMENT OF LABOR

27 Bird Ave.
Edgewood,
Wheeling, W.Va.
August 16,1942.

Women's Bureau,
U.S.Department of Labor,
Washington, D.C.

Dear Madam,

I would appreciate receiving a copy of your new booklet on "Morale among women workers in industry" which was just issued. I am in charge of personnel for the Pittsburgh Ordnance Department and I have a number of women under my supervision. I hope that this booklet will assist me in my work with these women employees.

Sincerely,

Leonard H.Fortunato.
Personnel and Liason Officer,
U.S.Army Ordnance.

Sp Bul 1 to 7 inclusive

File
War
Dept

August 31, 1942

Brig. Gen. Bennett E. Meyers
Material Command
Army Air Corps
Munitions Building
Washington, D. C.

My dear General Meyers:

Certain well-founded rumors have come to my attention in regard to the Glenn-Martin Company at Baltimore, Maryland. I understand that the routing of the work is not of the best, causing a great deal of wasted time on the part of the workers, and that due to this and other conditions, there is a tremendous labor turnover. It has been quoted as high as 600 a week. The firm is calling for additional workers, but is not doing much inside the factory to see that the material flows smoothly and efficiently.

I am interested at all times in all-out production, but I am especially interested because the company is now hiring a great many women. May I suggest that in order to ascertain whether these rumors are well-founded and perhaps be of help to the company in getting out their work, that one or two engineers be stationed in the factory to help them organize their work. I recognize that Glenn Martin himself is a genius in designing and perfecting the bombers, but may not realize the problems that occur on the production line.

I have been bothered about this question for sometime and I thought I would write you about it, to see if anything could be done.

Sincerely yours,

Mary Anderson, Director

MA:IS

War Dept
Defense

August 24, 1942

Lt. Colonel A. J. Lanza
Medical Corps
Office of the Surgeon General
Services of Supply
War Department
Washington, D. C.

Dear Col. Lanza:

Well, here we are in another war, and we are trying to do our bit!

The little leaflet, "Standards for Maternal Care and Employment of Mothers in Industry," is a joint project of the Children's Bureau and the Women's Bureau, and I am glad to send you two dozen copies.

I am also taking this opportunity to send you some of our small reports on women in the war industries, in which I am sure you will be interested. If you wish any additional copies we will be very glad to send them. sent 9/30/42

With personal regards,

Sincerely yours,

Mary Anderson, Director

MA:IS

IN REPLY REFER TO [redacted]. SPMCE

WAR DEPARTMENT
Services of Supply
OFFICE OF THE SURGEON GENERAL
WASHINGTON

August 20, 1942.

WOMEN'S BUREAU
AUG 21 1942
DEPARTMENT OF LABOR

Miss Mary Anderson,
Women's Bureau,
U. S. Department of Labor,
Washington, D.C.

Dear Miss Anderson:

It has been a long time and a great deal of water indeed has run under the bridge since I last had any direct contact with you. I am very glad to know that you are still presiding over the Women's Bureau.

I have before me a little leaflet "Standards for Maternal Care and Employment of Mothers in Industry." I wonder if it would be possible to have about two dozen of these reprints, as I wish to use them in the various Service Commands and in the Army operated industrial plants.

With best regards and best wishes, I am,

Sincerely yours,

A. J. Lanza,
Lt. Colonel, Medical Corps.

/bjd

FOR VICTORY BUY UNITED STATES WAR BONDS AND STAMPS

August 8, 1942

The Reverend Amos R. Conley, Pastor
The First Baptist Church of Salvation Inc.
284 Lexington Avenue
Brooklyn, New York

Dear Sir:

Your letter to the Secretary of Labor has been referred to me for answer.

Your complaint concerning the women who were honorably discharged at Picatinny Arsenal was sent to Mr. James P. Mitchell, Director, Civilian Personnel Division, War Department and under date of August 3 we received the following reply from him:

> "I have your letter of July 30, 1942, inclosing a letter addressed to the Secretary of Labor concerning conditions at the Picatinny Arsenal at Dover, New Jersey.
>
> This matter will be investigated and you will be advised of the action taken as soon as a reply has been received."

However, in the meantime I wonder if those women have registered with the United States Employment Service in your neighborhood. It would be the first place to go if you are out of work. Besides, they may be eligible for unemployment compensation, and they would have to contact the Employment Service for that.

I hope that this question can be straightened out, and if you will let me know, there may be other avenues we can work through. However, I am awaiting the report from Mr. Mitchell.

Sincerely yours,

Mary Anderson, Director

MA:IS

ROUTING SLIP

SECRETARY'S OFFICE

To—

~~Miss~~ Anderson
Mrs. Beyer
Mr. Demorest
Mr. Dodson
Mr. FitzGerald
Mr. Gardner
Mr. Hinrichs
Miss Jay
Miss LaDame
Miss Lenroot
Mr. Lubin
Mr. McComb
Miss Perkins
Mr. Smith (Personnel)
Mr. Steelman
Miss Thompson
Mr. Tracy
Mr. Walling
Mr. Zimmer

Sent to Miss Anderson on the 28th July

Prepare reply for Secy's sig.
For direct reply
Furnish Secy. with copy of reply
For attention
For your information
For memo
For approval
For initials
For file
For signature

Return to: _____

Remarks: _____

_____

STERLING 3-9487

THE
FIRST BAPTIST
CHURCH OF SALVATION, INC.

284 LEXINGTON AVENUE BROOKLYN, NEW YORK

REV. A. R. CONLEY, PASTOR
REV. J. BATTLES, ASS'T PASTOR

F. M. JACKSON, CLERK
C. SHIELDS, TREASURER

August 4, 1942

WOMEN'S BUREAU
AUG 8 1942
DEPARTMENT OF LABOR

RECEIVED
OFFICE OF SECRETARY OF LABOR
AUG 5- 1942
AM 9|10|11|12|1|2|3|4|5|6 PM

Madam Francis Perkins
Secretary of Labor
Washington, D.C.

Dear Madam:

I am acknowledging your answer of July 30th. to my letter of July 27th. Permit me to thank you for your immediate reply. The answer that I received, however, does nothing to releive the perdicament in which these women are placed. I refer to the women who were honorably discharged at the Picatinny Arsenal.

Advise me, if you will, as to what can be done for the persons in question to have immediate employment. There must be some one to whom they may apply for permission to work. If there be such a person I am sure that you know of them and will direct me to them. These people, some of them, are members of our Parish and expect our help.

Therefore, I repeate, we will appreciate any consideration that you may be able to give to this request.

Respectfully yours,

Amos R. Conley

ARC:EC

File 163

ALL COMMUNICATIONS SHOULD BE ACCOMPANIED BY CARBON COPY AND ADDRESSED

War Dept. No answer nec

TO INSURE PROMPT ATTENTION
IN REPLYING REFER TO
No. 337
ATTENTION OF
SPOGS

WAR DEPARTMENT
OFFICE OF THE CHIEF OF ORDNANCE
WASHINGTON

Burch/mc Telephone

2785

BL

August 24, 1942

WOMEN'S BUREAU
AUG 28 1942
DEPARTMENT OF LABOR

100 copies
Spec # Chron Miss Allen
Check on this order.

Miss Mary Anderson
Dept. of Labor, Room 1316
14th & Constitution
Washington, D.C.

Attn: Miss Gooden

Dear Miss Anderson:

I am directed by the Chief of Ordnance to send you the attached material, Part 1 - Speeches, Industrial Safety and Hygiene Conference, St. Louis, Missouri, July 17-18, 1942.

Very truly yours,

Howard B. Morris
Howard B. Morris
1st Lt., Ord. Dept.
Assistant

1 Incl -
Part 1 - Speeches

AUG 28 P.M.

3975
4775

FOR VICTORY
BUY UNITED STATES WAR BONDS AND STAMPS

War Dept.

August 25, 1942

The Hon. W. Lee O'Daniel
United States Senate
Washington, D. C.

My dear Senator O'Daniel:

The War Department has referred to me for reply a letter addressed to you by Mr. E. C. Hynes of Lubbock, Texas, in which he complains that wages paid to seamstresses at the Army Air Base near Lubbock are very low.

I am informed by the Office of the Quartermaster General that wages for civilian employees at Army camps are set after an investigation of local wages has been made and wage boards have been appointed. A wage board for the Lubbock area was appointed August 15 and, of course, has not yet had time to make its recommendations. It is quite probable that the low wages about which Mr. Hynes complains will be remedied after the wage board makes its recommendations.

The wages that previously have been set for Army camps in Texas range from 40 to 46 cents for senior seamstresses; from 34 to 40 cents for seamstresses; and from 31 to 35 cents for junior seamstresses. Although it is impossible to predict at this time what wages may be set for the Army Air Base at Lubbock, the rates that I have cited which have been established for six Bases located in Texas give some indication of what may be expected.

Sincerely yours,

Mary Anderson, Director

Re: S. Gray War Dept. CPT 3138

WAR DEPARTMENT
CIVILIAN PERSONNEL DIVISION
WASHINGTON, D. C.

WOMEN'S BUREAU
JUL 2[illegible] 1942
DEPARTMENT OF LABOR

File

July 22, 1942

Miss Louise Stitt, Director
Division of Minimum Wages
Department of Labor
Washington, D. C.

Dear Miss Stitt:

This office has received the enclosed letter regarding wage scales of women's projects in the field service.

It is believed that your office would be able to furnish the requested information. Any pertinent data you might forward this office would be greatly appreciated.

Very truly yours,

Millard F. Billings

Millard F. Billings, Chief
Employee Relations Section

FOR DEFENSE
BUY
UNITED
STATES
SAVINGS
BONDS
AND STAMPS

COPY

Lubbock Texas. 6/2/1942.

Mr. W. Lee O'Daniel.
United States Senator,
Washington, D.C.
Dear Sir:-

I would thank you to take up with the labor department and advise me, as to the scale of pay, hours of work and over time if any, for those who may be employed as seamstress, at Army Air Base as it seems that these people are being paid less per hour than the same work on WPA sewing projects, thanking you for your prompt attention in all matters (and assuring you that it shall be a great pleasure to be to able to write one who wants to and will aid as best they can.)

No rate allowed for this base

C. E. Refair ~~Alota~~ = prevailing rate in community

Yours Truly

E C Hynes.

Box - 535

fh/jh

July 22, 1942

Miss Louise Stitt, Director
Division of Minimum Wages
Department of Labor
Washington, D. C.

Dear Miss Stitt:

This office has received the enclosed letter regarding wage scales of women's projects in the field service.

It is believed that your office would be able to furnish the requested information. Any pertinent data you might forward this office would be greatly appreciated.

Very truly yours,

Millard F. Billings, Chief
Employee Relations Section

Recent rates

Camp Bowie 6/20

Sr. S. 45

S 40

Jr. S. 34.

Glider School 8/15

Dalhart

Amarillo

Sr. S. 46 ¢

S. 40 ¢

Mechanic School

Amarillo 8/15

Sr. S. 46 ¢

S. 40 ¢

Jr. S. 35 ¢

War Defense

WAR DEPARTMENT
HEADQUARTERS, SERVICES OF SUPPLY
WASHINGTON, D. C.

WOMEN'S BUREAU
AUG 5 1942
DEPARTMENT OF LABOR

SPGC-L
004 New Jersey
7/27/42

August 3, 1942

Miss Mary Anderson, Director
Women's Bureau
Department of Labor
Washington, D. C.

Dear Miss Anderson:

I have your letter of July 30, 1942, inclosing a letter addressed to the Secretary of Labor concerning conditions at the Picatinny Arsenal at Dover, New Jersey.

This matter will be investigated and you will be advised of the action taken as soon as a reply has been received.

Sincerely yours,

James P. Mitchell

JAMES P. MITCHELL
Director, Civilian Personnel Division



SPGC-L
004 New Jersey
7/27/42

August 3, 1942

Miss Mary Anderson, Director
Women's Bureau
Department of Labor
Washington, D. C.

Dear Miss Anderson:

I have your letter of July 30, 1942, inclosing a letter addressed to the Secretary of Labor concerning conditions at the Picatinny Arsenal at Dover, New Jersey.

This matter will be investigated and you will be advised of the action taken as soon as a reply has been received.

Sincerely yours,

JAMES P. MITCHELL
Director, Civilian Personnel Division

ALL COMMUNICATIONS SHOULD BE ACCOMPANIED BY CARBON COPY AND ADDRESSED TO War

Permission for plants

WAR DEPARTMENT
DETROIT ORDNANCE DISTRICT
1832 NATIONAL BANK BUILDING
DETROIT, MICHIGAN

IN REPLYING REFER TO
D.O.D. NO. 682.2/7580

Ryan:cw

August 15, 1942

WOMEN'S BUREAU
AUG 17 1942
DEPARTMENT OF LABOR

Bertha M Nienburg,
U.S. Department of Labor,
Women's Bureau,
Washington, D.C.

Dear Madam:

Your letter of August 11 to the executive officer, Detroit Ordnance District, has been refered to the writer for disposition.

It is recommended that you request this permission for visit to the A. C. Spark Plug Co., from the Office of the Chief of Ordnance, Security Division, giving all the pertinent facts.

When this is accomplished, we will be glad to secure the desired visit.

Very truly yours,

T. R. Ryan.
T. R. Ryan,
1st Lt., Ord. Dept.,
Security Division.



ALL COMMUNICATIONS SHOULD BE ACCOMPANIED BY CARBON COPY AND ADDRESSED TO

War Defense Plants

WAR DEPARTMENT
ROCHESTER ORDNANCE DISTRICT
1238 MERCANTILE BUILDING
ROCHESTER, N. Y.

TO INSURE PROMPT ATTENTION IN REPLYING REFER TO
ROD No. 675
ATTENTION OF
Security Division

PRICE/mlb

Augusut 8, 1942

WOMEN'S BUREAU
AUG 10 1942
DEPARTMENT OF LABOR

Assistant Director
U. S. Department of Labor
Women's Bureau
Washington, D. C.

Attn: Bertha M. Nienburg

Gentlemen:

Regarding your letter of August 3, 1942, please be advised that the visit of field agents Martha Ziegler and Margaret Kay Anderson is agreeable to Savage Arms Corp., Utica, N. Y., for the purpose outlined. These women will talk with Mr. W. B. Smith, employment supervisor.

For the District Chief:

Yours very truly,

WILLIAM T. PRICE,
Captain, Ord. Dept.,
Intelligence Officer.

FOR VICTORY
BUY UNITED STATES BONDS AND STAMPS

Copy sent to
M. K. Anderson

WAR DEPARTMENT Sept. 1942

War Dept

U.S. DEPARTMENT OF LABOR
WOMEN'S BUREAU
Washington

September 1, 1943

Respectfully referred to

War Department,
Washington, D. C.

A letter from -

Mrs. Charles T. Ray
425 Seventh St.,
Elizabeth, Pa.

Could you inform the writer if there is still a need for hair and to whom and where to send it?

WV

The writer has been informed of this reference.

(1990) Director.

September 28, 1942

Captain S. A. Wenk
Ordnance Department
National Tube Company
Christy Park Works
McKeesport, Pennsylvania

Dear Captain Wenk:

In reply to your letter I am very glad to send you two copies of "The Health of Women in War-Time Production" for your safety library. I am also enclosing several publications of the Women's Bureau dealing with the employment of women in artillery ammunition and small arms plants.

In regard to relaxation of State hour laws for women workers, I am enclosing a recent mimeograph prepared in this Bureau - Exemptions from State Hour Laws.

Also enclosed is a list of publications and we will be glad to send you any of these that may be of interest.

Sincerely yours,

Margaret T. Mettert
Associate Industrial Economist

Enclosures
MTM
LD

A.I.O., NTT.C.

Office of the Army Inspectors of Ordnance
National Tube Co., Christy Park Works
McKeesport, Pa.

September 4, 1942

Miss Margaret T. Mettert
Research Associate
Women's Bureau
U. S. Department of Labor

Dear Miss Mettert:

After reading your article on the "Health of Women in War-Time Production," in the June issue of National Safety Ness, and since this office does not have a copy for its own files, I would appreciate if you would send two copies of this article for our safety library.

2 copies

We would also appreciate receiving duplicate copies of any other articles or pamphlets issued by your department, pertaining in whole or in part to women inspectors in shell and bomb manufacturing plants.

artillery small arms

Have you been informed as to any recent changes in State laws pertaining to working hours for women employees due to present war conditions? If so, please give us this information.

Mimeo exemptions from State Hour laws

List of pub.

Very truly yours,

S. A. WENK
Capt., Ord. Dept.
Assistant



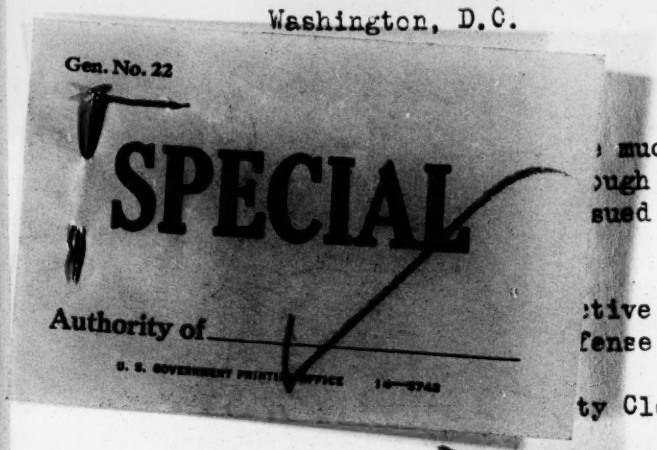
IN REPLY REFER TO [redacted]. SPMCE 461.-1

WAR DEPARTMENT
Services of Supply
OFFICE OF THE SURGEON GENERAL
WASHINGTON

September 28, 1942.

WOMEN'S BUREAU
SEP 30 1942
DEPARTMENT OF LABOR

Miss Mary Anderson, Director,
U. S. Department of Labor,
Women's Bureau,
Washington, D.C.



much appreciated by Colonel Lanza if
ough to send copies of the following
sued by your Bureau to each of the nine

tive Industrial Use of Women in the
fense Program

ty Clothing for Women in Industry

Lifting Heavy Weights in Defense Industries

Women's Employment in Aircraft Assembly Plants
in 1942

Women's Factory Employment in an Expanding
Aircraft Production Program

Standards for Maternity Care.

We feel that these bulletins are very instructive and should be part of the library of each of the Service Command Surgeons. Colonel Lanza also wished me to mention that the leaflet "Standards for Maternal Care and Employment of Mothers in Industry" which you were to send to this office has not been received. This leaflet might also be included in the above.

Thanking you for your help, I am,

Sincerely yours,

W. L. Cook, Jr.,
Captain, Medical Corps,
Occupational Hyg. Branch.

FOR VICTORY
BUY UNITED STATES WAR SAVINGS BONDS AND STAMPS

War Dept.

IN REPLY REFER TO [redacted]. SPMCE 461.-1

WAR DEPARTMENT
Services of Supply
OFFICE OF THE SURGEON GENERAL
WASHINGTON

September 28, 1942.

WOMEN'S BUREAU
SEP 30 1942
DEPARTMENT OF LABOR

Miss Mary Anderson, Director,
U. S. Department of Labor,
Women's Bureau,
Washington, D.C.

Dear Miss Anderson:

It would be much appreciated by Colonel Lanza if you would be good enough to send copies of the following special bulletins issued by your Bureau to each of the nine Service Commands: enclosed

✓ Effective Industrial Use of Women in the Defense Program

✓ Safety Clothing for Women in Industry

✓ Lifting Heavy Weights in Defense Industries

✓ Women's Employment in Aircraft Assembly Plants in 1942

✓ Women's Factory Employment in an Expanding Aircraft Production Program

✓ Standards for Maternity Care.

9/30

We feel that these bulletins are very instructive and should be part of the library of each of the Service Command Surgeons. Colonel Lanza also wished me to mention that the leaflet "Standards for Maternal Care and Employment of Mothers in Industry" which you were to send to this office has not been received. This leaflet might also be included in the above.

Thanking you for your help, I am,

Sincerely yours,

W. L. Cook, Jr.,
Captain, Medical Corps,
Occupational Hyg. Branch.

FOR VICTORY BUY UNITED STATES WAR BONDS AND STAMPS

SERVICE COMMAND INDUSTRIAL HYGIENE OFFICERS

Colonel E. S. Linthicum, M.C.,
Headquarters, 1st Service Command,
Boston, Massachusetts.

Major William H. Stoner, M.C.
Headquarters, 2nd Service Command,
Governors Island, New York

Captain Lester C. Shrader, M.C.
Headquarters, 3rd Service Command,
Baltimore, Maryland.

Lieutenant Frank E. Butters, M.C.,
Headquarters, 4th Service Command,
Atlanta, Georgia

Captain Rex H. Wilson, M.C.,
Headquarters, 5th Service Command,
Fort Hayes, Columbus, Ohio.

Major S. M. Kelly, M.C.
Headquarters, 6th Service Command,
Chicago, Illinois.

Lt. Colonel R. W. Allen, M.C.
Headquarters, 7th Service Command,
Omaha, Nebraska.

Captain James S. Cullyford, M.C.
Headquarters, 8th Service Command,
Fort Sam Houston, Texas.

Major H. R. Hennessy, M.C.
Headquarters, 9th Service Command,
Fort Douglas, Utah.

Major George Sladczyk
Office of the Surgeon,
Air Service Command,
Dayton, Ohio

sent spec Bulls. 1 – 7 incl.
189-1
192-1
maternity Leaflet
10/1/42 E. D.

Schapiro copy

August 24, 1942

Lt. Colonel A. J. Lanza
Medical Corps
Office of the Surgeon General
Services of Supply
War Department
Washington, D. C.

Dear Col. Lanza:

Well, here we are in another war, and we are trying to do our bit!

The little leaflet, "Standards for Maternal Care and Employment of Mothers in Industry," is a joint project of the Children's Bureau and the Women's Bureau, and I am glad to send you two dozen copies.

I am also taking this opportunity to send you some of our small reports on women in the war industries, in which I am sure you will be interested. If you wish any additional copies we will be very glad to send them.

With personal regards,

Sincerely yours,

Mary Anderson, Director

MA:IS

Sent: Spec. Bul. 1, 2, 3.
Aircraft, small Arms, Artillery
Night work & Rest Period Leaflet
Toilet Facil.

Bul. Nos 4, 7 & 8 not sent - supply exhausted

Sept 30-
Sent Spec. Bul. 4 & 7 and 24 copies Maternity leaflet
DLS

WF-3-17-42-60M

ARMY AIR FORCES

HEADQUARTERS OF THE MATERIEL COMMAND

WASHINGTON

OCT 1 - 1942

September 23, 1942

WOMEN'S BUREAU
SEP 24 1942
DEPARTMENT OF LABOR

Miss Mary Anderson, Director
Women's Bureau
U. S. Department of Labor
Washington, D. C.

Dear Miss Anderson:

Since receiving your letter of August 31st, I have contacted representatives at The Glenn L. Martin Company in Baltimore.

You must remember that the Martin Company is in the forefront of those utilizing women in their production departments. On the first of October, 1941, the Martin Company had no women production employees. Today, they employ over 10,000. Obviously, the rapid application of women to activities formerly performed only by men has introduced many problems which cannot be settled immediately. Despite the fact that women are paid identical rates with men, I am informed that the rate of turnover is much greater among the female employees of the Martin Company than that among the male employees.

It appears that Martin's turnover is currently comparable to that of the aviation industry as a whole and actually lower than in other industries in the local Baltimore area. Therefore, I feel that the Martin Company has their turnover problem well in hand under existing circumstances and that the rumor attributing this turnover to mistakes in the routing of work through their factory cannot be supported in fact.

This office is in constant touch with the progress of this contractor and I can assure you that we will bear your letter in mind should further developments arise along the lines of your suggestion.

Very truly yours,

B. E. MEYERS,
Brig. General, U.S.A.,
Chief of Staff.

0-23,846

15

All communications should be addressed to "THE COMMANDING OFFICER, PICATINNY ARSENAL, DOVER, N. J."

TO INSURE PROMPT ATTENTION IN REPLYING REFER TO

_____ NO._____

ATTENTION OF

_____

PICATINNY ARSENAL

Sept. 15, 1942

JHW/bjr

POST OFFICE, TELEGRAPH, AND EXPRESS ADDRESS:
DOVER, N. J.

FREIGHT ADDRESS:
PICATINNY ARSENAL
PICATINNY, N. J.

TELEPHONE:
DOVER 711 & 712

TELETYPE:
DOVER 540 & 541

TELEGRAPH:
DOVER WUX

Miss Caroline Manning
United States Department of Labor, Women's Bureau
Washington, D. C.

My Dear Miss Manning:

Your report has been received and contents noted. It is most useful to us in outlining our employees' state of mind.

We are happy to report that most of the things complained about have been corrected for some time. We are taking immediate steps to correct the remainder.

For the Commanding Officer:

Yours very truly,

J. H. WHITE, JR.
Major, Ord. Dept.
Chief of Personnel

War Defense

TROJAN POWDER COMPANY

PLUM BROOK ORDNANCE WORKS

SANDUSKY, OHIO

WOMEN'S BUREAU
OCT 2 - 1942
DEPARTMENT OF LABOR

September 30, 1942

U. S. Dept. of Labor
Women's Bureau
Washington, D. C.

Attention: Bertha M. Nienburg,
Assistant Director

Gentlemen:

This will acknowledge receipt of your letter dated September 28, 1942, in which you state that the Women's Bureau is working with the office of the Under Secretary of War to bring about a most effective use of women in plants necessary for war production. And you also state that you would like to have your occupational analyst, Martha Ziegler, and your industrial disease expert, Mrs. Margaret Mettert, visit our plant on October 6, 1942.

Please be advised that it is quite satisfactory to have the above two women visit our plant on October 6th. Tell them to come to our Pass Gate and ask for me.

Yours very truly,

TROJAN POWDER COMPANY

E. L. Nellis

E. L. Nellis
Works Manager

ELN/r

R.

War Dept.

September 15, 1942

Capt. S. A. Wenk
Assistant, Ordnance Department
War Department,
1202 Chamber of Commerce Bldg.
Pittsburgh, Pennsylvania.

Attention of: A.I.O., N.T.C.

Dear Captain Wenk:

We have your letter of September 4th, to Mrs.. Mettert, and we are glad to send you two copies of her speech.

We shall have ready in a week or two our second report on artillery ammunition in which there is discussion of women as inspectors, and copy will be sent you then. Our earlier reports are enclosed.

In the very near future we shall be able to send you a statement showing recent changes in State laws.

Sincerely yours,

Mary Anderson, Director

rfn
ec

enc. 2 copies of MTM's speech

ALL COMMUNICATIONS SHOULD BE ACCOMPANIED BY CARBON COPY AND ADDRESSED TO

TO INSURE PROMPT ATTENTION
IN REPLYING REFER TO

No.

ATTENTION OF

A.I.O., N.T.C.

WAR DEPARTMENT
PITTSBURGH ORDNANCE DISTRICT HASBACH/erk
1202 CHAMBER OF COMMERCE BUILDING
PITTSBURGH, PA.

Office of the Army Inspectors of Ordnance
National Tube Co., Christy Park Works
McKeesport, Pa.

September 4, 1942

Rec'd 9/9/42

Miss Margaret T. Mettert
Research Associate
Women's Bureau
U. S. Department of Labor

Dear Miss Mettert:

After reading your article on the "Health of Women in War-Time Production," in the June issue of National Safety News, and since this office does not have a copy for its own files, I would appreciate if you would send two copies of this article for our safety library.

We would also appreciate receiving duplicate copies of any other articles or pamphlets issued by your department, pertaining in whole or in part to women inspectors in shell and bomb manufacturing plants.

Have you been informed as to any recent changes in State laws pertaining to working hours for women employees due to present war conditions? If so, please give us this information.

Miss Argue's material

(2 copies)

List for 1942-3 " mimeo changes " in State laws

Very truly yours,

S. A. WENK
Capt., Ord. Dept.
Assistant

Miss Turner's list



War Dept

September 15, 1942

War Department
Washington, D. C.

Letter from: Mrs. Wm. Brinkner, Jr.
159 Albert Street, East
Rahway, New Jersey

Enclosed letter requests information as to monthly allotments to common-law wife of a member of armed services.

Mary Anderson

LD

War Dept

Sept. 21, 1942

Col. Hobby
WAACS
War Department

and

Commander McAfee
W A V E S, Navy Dept.
Washington, D.C.

copy of letter from:

Anna B. Peck
Secretary, K.A.D.W.
University of Kentucky
Lexington, Kentucky.

Copy sent Miss Peck with reference

Files
War Dept.

WAR DEPARTMENT

BUREAU OF PUBLIC RELATIONS

WASHINGTON

September 29, 1942.

WOMEN'S BUREAU
SEP 30 1942
DEPARTMENT OF LABOR

Miss Mary V. Robinson,
Women's Bureau,
Department of Labor,
Washington, D. C.

Dear Miss Robinson:

Enclosed is a request I am sending to you in the thought that you may have some pamphlets of interest to the writer.

Sincerely yours,

Max A. Besler

MAX A. BESLER,
Capt., Inf., Executive
Officer, Publication &
Special Assignment Branch.

Enclosure:
Postal card

Manhattan, Kan. asked for The First Year - Library
as it was referred on to C 5 C by 5 C



Gen. Files
War Dept.

September 28, 1942

Plant Manager
Trojan Powder Company
Plum Brook Ordnance Plant
Sandusky, Ohio

Dear Sir:

The Women's Bureau is working with the Office of the Under Secretary of War to bring about the most effective use of women in plants necessary for war production. To this end we have been asked to survey several explosive manufacturing plants. We should like to have our occupational analyst, Martha Ziegler and our industrial disease expert, Mrs. Margaret Mettert, visit your plant on October 6th.

The findings as to the feasibility of women's employment will be made available immediately to all groups interested in the matter. We hope we may have your cooperation.

Sincerely,

Bertha M. Nienburg,
Assistant Director

BMN:LW

Copy sent to Miss Ziegler

Gen. Files
War
Ltr. Sept.

September 28, 1942

Commanding Officer
Plum Brook Ordnance Plant
Sandusky, Ohio

Dear Sir:

Since early 1941 the Women's Bureau has been working with the Office of the Under Secretary of War to bring about the most effective use of women in plants necessary for war production. Recently, the Public Health Service notified us there was belief that women would be needed in explosive production plants and asked our advice concerning it. As they were not used in such capacity in the last war, we believe it is necessary to send an occupational analyst and women's industrial disease expert into one or two explosive plants before preparing an opinion upon the feasibility of such employment. With your consent Miss Martha Ziegler and Mrs. Margaret Mettert will visit the Plum Brook Ordnance Plant on October 6th.

Our purpose is to be helpful and we hope we may have your cooperation.

Sincerely,

Bertha M. Nienburg,
Assistant Director

BMN:LW

Copy sent to Miss Ziegler

Mrs Schafer

But this one was never sent! See Mr. Jenks' last letter. Please return this to that letter & put my note on that. 1577

Mrs Kupsinel

after all never sent.

Doe

War

U. S. DEPARTMENT OF LABOR

DIVISION OF LABOR STANDARDS

WASHINGTON

WOMEN'S BUREAU
SEP 5 1942
DEPARTMENT OF LABOR

September 5, 1942

Memorandum

To: Women's Bureau
From: Division of Labor Standards

Dwis

Will you please send a copy of your publication "Effective Industrial Use of Women in Defense Programs" to Mr. Al Jenks, Public Relations Manager, Green River Ordnance Plant, Stewart-Warner Corporation, Dixon, Illinois?

sent 9/8/42
MM

September 4, 1942

Mr. Al Jenks, Public Relations Mgr.
Green River Ordnance Plant
Stewart-Warner Corporation
Dixon, Illinois.

My dear Mr. Jenks:

In reply to your inquiry of September 1st, the second report of the Women's Bureau on artillery ammunition is not yet available. It is at the Government Printing Office, however, and we expect to receive the bulletin within the next few weeks. You will be sent a copy as soon as it is released, and your name is on the mailing list for other reports, as well as press releases, issued by this Bureau on women workers.

Sincerely yours,

Mary Anderson, Director

rfn
ec

GREEN RIVER ORDNANCE PLANT
STEWART-WARNER CORPORATION
DIXON, ILLINOIS

CONTRACT W-ORD-572

September 1, 1942

MAIN OFFICE
1828-1852 DIVERSEY PARKWAY
CHICAGO, ILLINOIS

SEP 3 1942
DEPARTMENT OF LABOR

Miss Mary Anderson, Director
Women's Bureau
U. S. Dept. of Labor
Washington, D. C.

Dear Miss Anderson:

We were very happy to receive t
have previously sent us on wome
kinds of war work.

In your letter to us of July 21
a second report which was to be
nance plants. We have never re
of this report, and we would ap
much receiving at least one cop
it should prove of great value

We would like to be placed on y
to receive all reports which yo
address them direct to the addr

Yours very t

GREEN RIVER
STEWART-WARN

Al Jenks
Public Relations Manager

AJ:vp

Miss Schafer
Detach correspondence, for your further attention.
Sp Bul # 1 was rec'd sent to Jenks. See Turner note (his letter 7/31). Wait now and send with artillery.
noted M.A. 9/8/42

Miss Perry
Do I/y on 350-R
9/2/42 showed Te.
dictated for 350 Jen
M.A. 9/8/42 ale 9/8/42

GREEN RIVER ORDNANCE PLANT
STEWART-WARNER CORPORATION
DIXON, ILLINOIS

CONTRACT W-ORD-572

September 1, 1942

MAIN OFFICE
1828-1852 DIVERSEY PARKWAY
CHICAGO, ILLINOIS

WOMEN'S BUREAU
SEP 3 1942
DEPARTMENT OF LABOR

Miss Mary Anderson, Director
Women's Bureau
U. S. Dept. of Labor
Washington, D. C.

Dear Miss Anderson:

We were very happy to receive the reports you have previously sent us on women in various kinds of war work.

In your letter to us of July 21, you spoke of a second report which was to be issued on ordnance plants. We have never received a copy of this report, and we would appreciate very much receiving at least one copy of it since it should prove of great value to our operation.

We would like to be placed on your mailing list to receive all reports which you issue. Please address them direct to the address given below.

Yours very truly,

GREEN RIVER ORDNANCE PLANT
STEWART-WARNER CORPORATION

A. J. Jenks R.P.
Al Jenks
Public Relations Manager

AJ:vp

Mrs. Nyswander:

I want to note that we have done nothing on this cases. We never had any except the July 25th letter in our room at any time

M. Turner

U. S. DEPARTMENT OF LABOR

WOMEN'S BUREAU

To—		From—	Re Attached Please—
	Anderson.		Approve
	Nienburg.		Comment
	Larrabee.		Note
	Benham.		Note and return
	Best.		Reply
	Erickson.		Draft of reply
	Files.		Signature
	Hyde.		Would like to discuss
	Manning.		File
	Mettert.		
	Pidgeon.		Date
✓	Robinson.		Note:
	Smith, F.		
	Spring.		
✓	~~Steck.~~ Dem		see our letter 7/31
	Stitt.		

O P O 14—3769

Return carbon to Schafer after replying

Note: (over)

The corresp. was held
by Miss Anderson on
her desk until Sept 4

GREEN RIVER ORDNANCE PLANT
STEWART-WARNER CORPORATION
DIXON, ILLINOIS

CONTRACT W-ORD-572

MAIN OFFICE
1828-1852 DIVERSEY PARKWAY
CHICAGO, ILLINOIS

July 31, 1942



Women's Bureau
U. S. Dept. of Labor
Washington, D. C.

Gentlemen:

We are formulating our own library here at the plant, and are especially interested in any information about women in war work, as we plan to employ a great number of women in our operation.

We should like to have a copy of "Effective Industrial Use of Women in the Defense Program", Special Bulletin #1. If there is any charge on this pamphlet, will you please send us a quotation on it if it should exceed 25¢.

We should like to be placed on your mailing list to receive any information you might put out concerning women in war industries.

Yours very truly,

Al Jenks
V.P.

Al Jenks
Director of Public Relations
GREEN RIVER ORDNANCE PLANT
STEWART-WARNER CORPORATION

AJ;vp

Dept
clear letter
7/31/42
Unanimous
7/28/42

July 31, 1942

Mr. J. O. Heyworth
Assistant to General Manager
Green River Ordnance Plant
Stewart-Warner Corporation
Dixon, Illinois

My dear Mr. Heyworth:

In response to your request of July 28, we are sending our reports on small-arms ammunition and artillery ammunition, and our bulletins on recommended standards for working conditions for women. You will receive our second report on artillery ammunition plants as soon as it is available (in a few weeks).

In answer to your specific points we have the following information to give you, numbered as in your letter:

1. and 3. Recommended standards will be found in the enclosed bulletins. Discussion of these subjects for plants visited by the Women's Bureau is too long for inclusion in a letter, but will be contained in the forthcoming bulletin on artillery ammunition.

2. For artillery ammunition, minimum entrance rates for women operatives was 50 cents or more in nearly half the plants; in one-fourth the plants it was 40 cents. It is fairly common to set a maximum rate for each type of work; when worker is advanced to a more responsible job, she automatically receives the rate of pay for that job. (Hazardous jobs carry a higher rate.) In only 2 plants were men and women started at the same rate (56 cents and 60 cents).

   For small arms ammunition, men and women were started at the same rate in one plant. In the other plants, minimum entrance rates for women ranged from 52 to 58 cents, those for men from 64 to 80 cents.

   In the majority of artillery plants, the scheduled hours for women plant operatives were 7½ hours of actual working time, with an over-all 8-hour day (lunch period, one-half hour). In some plants women were paid for this lunch period.

4. Officials of practically all the artillery ammunition plants stated that no experience was necessary (Some sewing-machine operators however had received preliminary training before being hired.) In most of the plants officials indicated that the jobs women were performing required no great amount of instruction and the female workers were being trained within the plants after employment.

It has been the general policy to send a small number of key people to one of the government arsenals to be trained as foremen, supervisors and instructors. These people have then trained the rank and file of the other workers. Usually classes have been set up several months before production has started on any large scale. A few plants reported that women had been included among those sent to government arsenals for training. Frequently it was reported that workers being trained to handle explosives are given preliminary training in their duties on inert materials (i.e. using corn or beans, or sand, instead of powder).

Sincerely yours,

MAWM
MEC

Mary Anderson, Director.

GREEN RIVER ORDNANCE PLANT

STEWART-WARNER CORPORATION

DIXON, ILLINOIS

CONTRACT W-ORD-572

MAIN OFFICE
1828-1852 DIVERSEY PARKWAY
CHICAGO, ILLINOIS

July 28, 1942

WOMEN'S BUREAU
JUL 30 1942
DEPARTMENT OF LABOR

U. S. Department of Labor
Women's Bureau
Washington, D. C.

Gentlemen:

We would appreciate any literature you may have relative to women working in ammunition plants, loading lines, etc., pertaining to:

1. Health and safety.
2. Rates and hours of employment.
3. Accommodations for female employees.
4. Training of female employees.

Very truly yours,

GREEN RIVER ORDNANCE DIV.
STEWART WARNER CORPORATION

BY J. O. Heyworth
J. O. Heyworth
Asst. to Gen. Mgr.

joh/bab

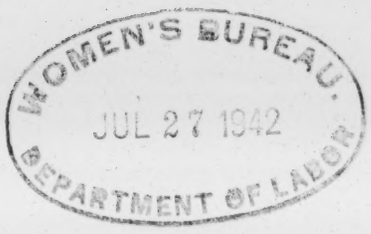
GREEN RIVER ORDNANCE PLANT

STEWART-WARNER CORPORATION

DIXON, ILLINOIS

CONTRACT W-ORD-572

MAIN OFFICE
1828-1852 DIVERSEY PARKWAY
CHICAGO, ILLINOIS



July 25, 1942

Miss Mary Anderson, Director
Women's Bureau
U. S. Department of Labor
Washington, D. C.

7-29

Dear Miss Anderson:

We acknowledge receipt of the two booklets sent to us on the 21st and thank you for your prompt response.

May we have two additional copies of each; one for our Job Analysis Department and one for our library?

The booklets are entitled: Employment of Women in the Manufacture of Small Arms Ammuniton and Employment of Women in the Manufacture of Artillery Ammunition.

Yours very truly,

A. DeB Gaines, Manager
TRAINING DEPARTMENT

rp

July 21, 1942

Mr. Al Jenks, Director
Public Relations
GREEN RIVER ORDNANCE PLANT
STEWART-WARNER CORPORATION
Dixon, Illinois.

My dear Mr. Jenks:

Your letter to Mrs. Blair, of the War Department, has been referred to the Women's Bureau for further attention.

We are glad to send you information we have on kinds of jobs women can do in war-industry factories, and we are sending also our special surveys of small-arms ammunition and artillery ammunition. A second report will be ready soon, on ordnance plants, and we shall send you a copy when it is available.

As one of our agents will be in the neighborhood of your plant in the near future, I shall be glad to have her call on you and to give all possible assistance (if you have any questions about the information in our reports).

Sincerely yours,

Mary Anderson, Director

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ec

1-inclusive

GREEN RIVER ORDNANCE PLANT

STEWART-WARNER CORPORATION

DIXON, ILLINOIS

CONTRACT W-ORD-572

July 16, 1942

MAIN OFFICE
1828-1852 DIVERSEY PARKWAY
CHICAGO, ILLINOIS

Miss Emily Newell Bair
Division of Women's Direction
War Department
Washington, D. C .

Dear Miss Bair:

As we plan upon using a great many women in the work of our operation, we would like to have as much information as possible concerning women in industry.

Would you please place us on your mialing list to receive any information you may have on this subject.

Yours very truly,

Al Jenks
Director of Public Relations
GREEN RIVER ORDNANCE PLANT
STEWART-WARNER CORPORATION

AJ;vp

WAR DEPARTMENT

BUREAU OF PUBLIC RELATIONS
WASHINGTON

July 20, 1942

WOMEN'S BUREAU
JUL 21 1942
DEPARTMENT OF LABOR

Miss Mary Anderson
Women's Bureau
Department of Labor
Washington, D. C.

Dear Miss Anderson:

As a follow-up to our telephone conversation, this morning, I am sending the enclosed letter to you as it seems more in your field than in the Women's Interests Section, Bureau of Public Relations.

We have communicated with Mr. Jenks to the effect that his letter has been forwarded to you and that he may expect, in a short time, to have an adequate supply of information for his purpose.

Sometime, when you are in the Munitions Building, Mrs. Blair and I would be so pleased to have you drop in for a visit. Since the War Department has so many women in its industries, we feel a strong kinship to --nd gratitude for -- -- the work done by your fine bureau.

Sincerely,

Lily Lykes Shepard

LILY LYKES SHEPARD
News Writer
Women's Interests Section
Planning and Liaison Branch

1 Incl.
Lt. 7/16/42 to Mrs. Blair
fr. Al Jenks



July 21, 1942

Mr. A. DeB Gaines, Manager
TRAINING DEPARTMENT
Green River Ordnance Plant
Stewart-Warner Corporation
Dixon, Illinois.

My dear Mr. Gaines:

We have your request of July 17th, and we are enclosing our surveys of the small-arms ammunition and artillery ammunition plants.

A supplemental report, based on later visits to the plants, will be available shortly and will be sent you at that time.

Sincerely yours,

Mary Anderson, Director

rfn

ec

GREEN RIVER ORDNANCE PLANT
STEWART-WARNER CORPORATION
DIXON, ILLINOIS

CONTRACT W-ORD-572

MAIN OFFICE
1828-1852 DIVERSEY PARKWAY
CHICAGO, ILLINOIS

WOMEN'S BUREAU
JUL 20 1942
DEPARTMENT OF LABOR

July 17, 1942

United States Department of Labor
Women's Bureau
Washington, D. C.

Gentlemen:

Will you kindly send us one copy each of the following books:

1. Employment of Women in the Manufacture of Small Arms Ammunition.

2. Employment of Women in the Manufacture of Artillery Ammunition.

Thank you.

Yours very truly,

A. DeB Gaines, Manager
TRAINING DEPARTMENT

rp

WAR DEPARTMENT
Bureau of Public Relations
PRESS BRANCH
Tel. - RE 6700
Brs. 3425 and 3438

WAAC
War Dept

September 3, 1942.

MEMORANDUM FOR THE PRESS:

The War Department today announced the appointment of the following named Third Officers of the Women's Army Auxiliary Corps, all ranking from August 29, 1942:

NAME	HOME ADDRESS
Eleanor Aaron	Connellsville, Pennsylvania
Barbara Adair	Snyder, New York
Charity Edna Adams	Columbia, South Carolina
Jennie Mae Adcock	Shreveport, Louisiana
Frances Camille Alexander	Toledo, Ohio
Anne Esther Alinder	Madison, Wisconsin
Bessie Virginia Altaffer	Independence, Kansas
Lenora Dell Amerman	Casper, Wyoming
Mary Bowser Anderson	Jacksonville, Florida
Myrtle Estella Anderson	Kansas City, Missouri
Jane Leonora Arbogust	Evanston, Illinois
Mary Belle Armstrong	Cleveland, Ohio
Jessie Mossop Anthony	San Antonio, Texas
Laura Lavone Asbury	Seattle, Washington
Hannah Jayne Ashby	Norman, Oklahoma
Violet Askins	Chicago, Illinois
Verneal May Austin	New York, New York
Louise Emma Bain	Danville, Indiana
Beatrice Allinson Baird	Normal, Illinois
Betty Bandel	Tucson, Arizona
Linda Vincent Barnes	New York, New York
Maxine Barr	Chicago, Illinois
Mildred Mary Barrett	Pittsburgh, Pennsylvania
Willie Belle Brennan Barry	Laredo, Texas.
Grace Margaret Barth	Marysville, California
Betty Bartholf	Jacksonville, Florida
LaVern Frances Bartholomew	Ashland, Wisconsin
Cora Webb Bass	Hattiesburg, Mississippi
Isabel Levin Bayley	Buffalo, New York
Virginia Elva Beeler	Seattle, Washington
Mary Sloan Bell	Cedar Rapids, Iowa
Jane Spalding Bennett	Wellsboro, Pennsylvania
Dorothy Nell Benson	Frazeysburg, Ohio
Beatrice Bayuk Berg	Bethayres, Pennsylvania
Janet Marie Bock	Danville, Illinois
Sophia Jean Bogdan	Buffalo, New York
Mary Margaret Booker	Waukegan, Illinois
Mary Anita Bordeaux	Louisville, Kentucky
Helen Harding Bouffier	New York, New York
Annette Harriet Bouma	Passaic, New Jersey
Hortense Mae Boutell	Minneapolis, Minnesota
Gladys Bernelle Bowman	Hinton, West Virginia
Jean Boyle	Topeka, Kansas
Brenda Butler Boynton	Dorchester, Massachusetts
Evelyn Margaret Bradbury	Grand Rapids, Michigan
Ruth Mary Briggs	Port Edwards, Wisconsin
Geraldine Gwendolyn Bright	Pittsburg, Texas
Rebecca Leigh Brockenbrough	Richmond, Virginia
Corene Brooks	Montezuma, Georgia
Alice Weakley Brown	Chattanooga, Tennessee
Annie Lois Brown	Houston, Texas
Jean Louise Brown	Charlotte, North Carolina
Margaret Goodman Brown	Donora, Pennsylvania

MORE

NAME	HOME ADDRESS
Sabra Hughes Brown	Ponca City, Oklahoma
Genevieve Roberta Burnham	Akron, Ohio
Dorothy Ruth Bussard	Spokane, Washington
Rocia Dority Butts	Columbia, South Carolina
Barbara Baker Caldwell	New York, New York
Laura Hobbs Caldwell	Thomasville, Georgia
Abbie Noel Campbell	Tuskegee, Alabama
Alline Campbell	Birmingham, Alabama
Grace Parks Campbell	Williamsport, Pennsylvania
Vera Geneva Campbell	New York, New York
Mildred Ellen Carter	Boston, Massachusetts
Carolyn Bayersdorfer Casper	Philadelphia, Pennsylvania
Irma Jackson Cayton	Chicago, Illinois
Betty Clague	Missoula, Montana
Virginia Robiou Clampitte	Houston, Texas
Frances Alice Clements	Wilmington, Delaware
Marguerite Allan Cluverius	Charleston, South Carolina
Vada Lavonia Cole	Baird, Texas
Dorothea Aileen Coleman	Kankakee, Illinois
Anne Conant	Newton, Massachusetts
Mary Frances Connelly	Dorchester, Massachusetts
Betty Jane Cooke	Charlotte, North Carolina
Olive Rogers Corl	Columbia, South Carolina
Frances Susan Cornick	Norfolk, Virginia
Anne Bryan Cowan	Columbus, Ohio
Edna Leelia Cox	Seattle, Washington
Marie Terese Cranney	Albany, New York
Violet Wray Creech	Bellaire, Texas
Winifred Edith Cullen	Washington, New Jersey
Ebba Louise Dahlberg	Merrill, Wisconsin
Dorothy Newmark Dalton	New York, New York
Louise Pemberton Daniel	Columbia, South Carolina
Dorothy Marion Dannies	Milwaukee, Wisconsin
Anna Margaret Danovsky	Chicago, Illinois
Billie Burke Davis	Charleston, West Virginia
Edith Mary Davis	Detroit, Michigan
Emily Claire Davis	Beverly Hills, California
Sally Jane Davis	Denver, Colorado
Carrie Ellen Deer	Miami, Florida
Marguerite Beckman Dennis	Detroit, Michigan
Nina Ellen Verra Donahue	Braintree Highlands, Massachusetts
Mary Vansant Donaldson	San Francisco, California
Natalie Franklin Donaldson	New York, New York
Dorothy Jane Donlon	Bellingham, Washington
Lucille Marie Donnelly	Newark, New Jersey
Ruth Marguerite Downey	Chicago, Illinois
Katherine Partlow Draham	Olympia, Washington
Ellen Virginia Dunbar	Cincinnati, Ohio
Janet Hughes Dunkerton	Bayside, Long Island, New York
Madeleine Mary Marguerite d'Urbal	Spokane, Washington
Mary Lovinna Durr	Dayton, Ohio
Rosemary Bachrach Edelman	Cleveland, Ohio
Dorothy Jean Edwards	London, Ohio
Mary Elma Elrod	Atlanta, Georgia
Sarah Eugene Emmert	Chicago, Illinois
Doris E. Epperson	Clinton, Mississippi
Caroline Shafer Essex	Richmond, Virginia
Susan Mary Faherty	Phoenix, Arizona
Margaret Eleanor Fait	Sacramento, California
Geneva Virginia Ferguson	Camp Dennison, Ohio
Joy Evelyn Fincke	Santa Fe, New Mexico
Rita Ann Fink	Buffalo, New York
Rebekah Fisk	Hartford, Connecticut
Marjorie Dawson Fling	Alexandria, Virginia
Flewellyn Flowers	Thomasville, Georgia
Murl LaVerne Fodness	Ellendale, North Dakota
Pearl Karlberg Forman	Trenton, New Jersey
Cora Marie Foster	Gouverneur, New York

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Mary Fourqurean Fry	Richmond, Virginia
Margaret Blakeman Fuller	Swampscott, Massachusetts
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Helen Anne Gaynor	Wheeling, West Virginia
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Arlenne Harriett Goodridge	Boston, Massachusetts
Katherine Ralston Goodwin	Hartford, Connecticut
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Melvina Anna Graff	Johnstown, Ohio
Evelyn Foster Greene	Washington, D. C.
Melba Griffin	Montevallo, Alabama
Elizabeth Guild	Baltimore, Maryland
Jacqueline Goyette Gutwillig	New York, New York
Helen Virginia Hagar	New York, New York
Virginia Hall	Fort Shaw, Montana
Mary Agnes Hallaren	Lowell, Massachusetts
Lynette Hamlet	Norfolk, Virginia
Elizabeth Charlotte Hampton	Los Angeles, California
Clara Grace Follick Han	Des Moines, Iowa
Helen Evelyn Hanson	Niagara, Wisconsin
Elizabeth Ellen Hardesty	Cincinnati, Ohio
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Gwendolyn Trent Harvey	St. Paul, Minnesota
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Miriam Wilson Hawthorne	Miami, Florida
Elizabeth Storrs Hazen	Nashua, New Hampshire
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Nancy Gaddis Heller	Rumson, New Jersey
Maxine Henius	Monongahela, Pennsylvania
Leona Barbara Herman	Buffalo, New York
Mary Elizabeth Herman	Harrisburg, Pennsylvania
Janis Meredith Hight	Benning Station, Washington, D. C.
Manice Massengale Hill	Houston, Texas
Irene Le Belle Hillberry	Kingmont, West Virginia
Evelyn Alberta Hinton	Wichita, Kansas
Katherine Margaret Hisgen	Albany, New York
Esther Gertrude Hoernle	Brookline, Massachusetts
Elizabeth Scotton Hoffman	Kingston, Pennsylvania
Frances Morton Holbrook	Kenmore, New York
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Gladys Elizabeth Hole	Bridgeport, Indiana
Audrey Hollenbeck	Oakland, California
Dora May Hollister	Lakewood, Ohio
Henriette Horak	San Francisco, California
Margaret Neil Horn	Edmond, Oklahoma
Myrtle Belle Hovell	New York, New York
Wilma Ellen Hubman	Independence, Ohio
Marjorie Grace Hugo	Memphis, Tennessee
Britta Elin Hult	Staten Island, New York
Marjorie Ostrander Hunt	Hampton Manor, New York
Ollie Bull Hutto	Columbia, South Carolina
Mary Barton Idema	Grand Rapids, Michigan
Florence Emma Ingram	Philadelphia, Pennsylvania
Nell Lucille Jackson	Columbia, South Carolina
Janet Courtney Jenkins	Philadelphia, Pennsylvania

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Mary Petty Johnston	New York, New York
Alice Marie Jones	Nacogdoches, Texas
Elizabeth Mallory Jones	Chestnut Hill, Pennsylvania
Janet Marjorie Jones	Milwaukee, Wisconsin
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Ruth Elizabeth Kelly	Scranton, Pennsylvania
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Bernice Louise Keplinger	Canton, Ohio
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Mary Lois Kersey	Fort Lauderdale, Florida
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Mary Ruth LeBow	Omaha, Nebraska
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Phebe Lee	Mountain Top, Pennsylvania
Doris Jane Leeds	Kansas City, Missouri
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Marion Cox Lichty	Waterloo, Iowa
Pauline Van den Beemt Linch	Philadelphia, Pennsylvania
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Helen Lloyd-Jones	Chicago, Illinois
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Ruth Alice Lucas	Stamford, Connecticut
Marjorie Ludwigsen	New York, New York
Jamie Pauline Luttrell	Frankfort, Kentucky
Margaret Lyons	San Francisco, California
Muriel Alice McCall	Seattle, Washington
Dorothy Louise McCandlish	Kansas City, Missouri
Margaret Virginia McCauley	St. Louis, Missouri
Kathleen McClure	Iowa Falls, Iowa
Ina Mae McFadden	St. Louis, Missouri
Mary Elizabeth McGlinn	Bellingham, Washington
June Meredith McGrath	Portland, Maine
Anne Murray McIlhenney	Buffalo, New York
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Cèlestina McKay	Tampa, Florida
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Marian Louise MacAdam	Greensboro, North Carolina
Elizabeth Smith MacDonald	Springfield, Massachusetts
Johanna Carol Magyar	Woodbridge, New Jersey
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Geraldine Pratt May	Redwood City, California
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Jean Elizabeth Melin	Chicago, Illinois

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Mary Madelyn Miller	Los Angeles, California
Mary Louise Milligan	Edgewood, Pennsylvania
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Sarah Louise Moomaw	Columbus, Ohio
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Dorothy Rodgers Moore	Charleston, South Carolina
Glendora Moore	New York, New York
Isobel Moore	Durham, North Carolina
Margarita Francis Moos	Albuquerque, New Mexico
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Jessie Helena Morris	Wilmington, Delaware
Eleanor Mae Morrison	Chicago, Illinois
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Joan Guggenheim Murray	Port Washington, Long Island, N.Y.
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Jessie Eleanor Neale	Bealeton, Virginia
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Florence Theresa Newsome	Shawomet, Rhode Island
Anne Harvey Newton	Rosemont, Pennsylvania
Evelyn Burke Nicholson	St. Louis, Missouri
Donna Irene Niles	Chicago, Illinois
Doris McDonald Norrel	Indianapolis, Indiana
Gertrude Elizabeth Olney	Charleston, South Carolina
Laura Tant O'Neal	Hamilton, Illinois
Mena Ruth Orr	Hollis, Oklahoma
Mildred Lavinia Osby	Chicago, Illinois
Marion Georgiana Owen	Detroit, Michigan
Mae Dorothy Paige	Southington, Connecticut
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Jane Howell Parsel	Columbia, South Carolina
Elizabeth Emma Patz	Millvale, Pennsylvania
Catherine Mary Payne	Chicago, Illinois
Annie Ruby Pearson	York, South Carolina
Esther Elizabeth Pease	Hollywood, California
Gertrude Jacqueline Peebles	Omaha, Nebraska
Pauline Fay Peirce	Indianapolis, Indiana
Margaret Elizabeth Perry	White Lake, Wisconsin
Margaret Moore Phillips	Worcester, Massachusetts
Jane Ingersoll Piatt	Lansing, Michigan
Ruth Reynolds Pinette	Boston, Massachusetts
Evelyn Morrison Porter	Momence, Illinois
Gertrude Viola Pratt	Mt. Clemens, Michigan
Ruth Elizabeth Pullen	Portland, Maine
Mary Louise Race	Trenton, New Jersey
Mary Vann Racey	Miami, Florida
Louisa Carrell Randol	Woodbrook, Maryland
Hattie Ratcliff	Fulton, Mississippi
Dorothy Winifred Ray	Buffalo, New York
Martha Frost Rector	Roanoke, Virginia
Natalie Grace Reebel	Columbus, Ohio
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Mary Joan Regan	West Roxbury, Massachusetts

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Elspeth Madge Ritchie	Trenton, New Jersey
Jean Dorothy Robb	Wakefield, Massachusetts
Eleanor Furst Roberts	Cheshire, Massachusetts
Mary Juanita Duggan Roberts	McKinney, Texas
Jane Robertson	Kansas City, Missouri
Elizabeth Roche	Laurium, Michigan
Martha Elizabeth Rogers	Jackson, Mississippi
Mary Caroline Rogers	Bennettsville, South Carolina
Phyllis Roos	Washington, D. C.
Bee Gertrude Rosenberg	Chicago, Illinois
Rose Fuller Ross	New York, New York
Evelyn Arietta Rothrock	Baltimore, Maryland
Dorothea May Ryan	Chicago, Illinois
Elise Emily Sage	New York, New York
Helen Louise Sagl	Lincoln, Nebraska
Stella Marie Salveson	Petersburg, Illinois
Maud Kennedy Schaub	Raleigh, North Carolina
Jean Marie Schiele	Albany, New York
Jean Wandell Schmidt	New York, New York
Viola Adina Elizabeth Schultz	Chicago, Illinois
Mary De Groff Schureman	Darling, Pennsylvania
Marie Grace Sciolino	Buffalo, New York
Dorothy Gertrude Selby	Covington, Kentucky
Helen Wooddell Sheets	Washington, D.C.
Corrie Sinclair Sherard	Atlanta, Georgia
Albina Helena Shimkus	Worcester, Massachusetts
Evelyn Cooper Shuttleworth	Jackson, Mississippi
Bernice Meng Sibley	Raleigh, North Carolina
Marjorie Florence Sieplein	Lakewood, Ohio
Mae Isabel Simas	Reno, Nevada
Anne Marion Smith	Dallas, Texas
Dorothy Alberta Smith	Staten Island, New York
Hazel Hollingsworth Smith	Syracuse, New York
Mary Sam Smith	Clark, Missouri
Mary Priscilla Spangenberg	Elmhurst, Illinois
Ruth Spivak	Chicago, Illinois
Helen Ada Stafford	Charlotte, North Carolina
Mary Emily Stanton	Wilmington, North Carolina
Elizabeth Winslow Stearns	New York, New York
Mary Willia Stephenson	Jerseyville, Illinois
Ethel Louise Stewart	Worth, Cook County, Illinois
Margaret Ray Stewart	Dickinson, North Dakota
Winifred Louise Stilwell	Kansas City, Kansas
Katherine Louise St. John	Frankfort, Kentucky
Harriet Cracraft Stout	Indianapolis, Indiana
Mary Elizabeth Strahon	St. Paul, Minnesota
Elizabeth Cherry Strayhorn	Nashville, Tennessee
Jane Ashton Stretch	Newton, Pennsylvania
Joan Ruth Strongin	Far Rockaway, Long Island, N. Y.
Katherine Stull	Muskogee, Oklahoma
Elizabeth Robinette Suppes	Johnston, Pennsylvania
Irene Cecelia Sweeney	Indianapolis, Indiana
Elizabeth Taylor	Charlotte, North Carolina
Elizabeth Green Taylor	Fort Valley, Georgia
Mary Jane Teal	Savannah, Georgia
Gretchen McArthur Thorp	San Francisco, California
Edith Margaret Toffaletti	Port Tampa City, Florida
Lillian Marie Toffaletti	Port Tampa City, Florida
Christie Margaretta Tollefson	Montville, New Jersey
Dorothy Alma Tomhave	Estherville, Iowa
Charlotte Tonis	Brockton, Massachusetts
Mattie Evelyn Treadwell	Uvalde, Texas

MORE

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Elizabeth Althea Trumpp	Brooklyn, New York
Mary Laura Tucker	St. Louis, Missouri
Susanna Pleasants Turner	Roanoke, Virginia
Lucile Guess Van Bolt	Burlingame, California
Arthyeta Van Dalsem	Abilene, Texas
Mildred Hamilton Van Horn	East Cleveland, Ohio
Dale Augusta Van Vacter	Dallas, Texas
Janet Caroline Varn	Jacksonville, Florida
Katherine Gaston Vernon	Knoxville, Tennessee
Mary Margaret Walker	Indianapolis, Indiana
Alice Wellington Wallace	Saginaw, Michigan
Helen T. Walthall	Birmingham, Alabama
Jessie Louise Ward	New York, New York
Dorothy Warren	New York, New York
Evelyn Watkins	Concord, New Hampshire
Gwendolyn Josephine Watson	Tucson, Arizona
Treila Marie Welch	Houston, Texas
Jane Boyers Wells	Rochester, New York
Donna Marguerite Werback	East Lansing, Michigan
Harriet Michael West	Washington, D. C.
Helen Gertrude Westerdale	Highland Park, Michigan
Harriette Beecher White	Los Angeles, California
Martha Rose-Ella White	Lufkin, Texas.
Lottie Adalene Whitesel	Altoona, Pennsylvania
Annette Twitchell Whiting	Owatonna, Minnesota
Sophia Unlken Whiting	Denver, Colorado
Elizabeth Adelaide Wilbern	Highspire, Pennsylvania
Alice Hayden Williams	Port Arthur, Texas
Ellen Elizabeth Williams	Jacksonville, Florida
Anna Walker Wilson	North Hollywood, California
Dorothea Margaret Wilson	Glendale, California
Ethel M. Wilson	Birmingham, Alabama
Mary Draughon Winecoff	Florence, South Carolina
Lorene Mattice Wolcott	Miami, Florida
Pearl Mount Wood	San Antonio, Texas
Helen Hamilton Woods	Washington, D. C.
Ruth Teare Woodworth	Eau Claire, Wisconsin
Elizabeth Ann Yancey	Morehead City, North Carolina
Katherine Elizabeth Young	Provincetown, Massachusetts

END

DISTRIBUTION: Y, WAAC.

4:35 P.M.

WAR DEPARTMENT OCT. 1942

Files
War

WAR DEPARTMENT
WOMEN'S ARMY AUXILIARY CORPS
OFFICE OF THE DIRECTOR
WASHINGTON

WOMEN'S BUREAU
OCT 30 1942
DEPARTMENT OF LABOR

SPWA 000.7 (10-29-42)R

October 29, 1942

Mrs. R. F. Nyswander,
Women's Bureau,
U. S. Department of Labor,
Washington, D. C.

Dear Mrs. Nyswander:

MVR files

In answer to your telephone request today that we send you some background material on the Women's Army Auxiliary Corps for use by your Assistant Director in a speech Saturday night, I am happy to send you the inclosed material.

The information folder is now outdated by the new pay bill which has just been approved, so the attached sheet gives the new WAAC pay rate and ranks and grades. Our press releases do not quite bring us up to date, as the official story of the Second WAAC Training Center at Daytona Beach, Florida just broke today. If you have any questions to ask after looking through the material, please let me know.

Thank you for your interest and cooperation.

Sincerely yours,

Jere Knight

Jere Knight
Consultant, Acting Director,
Technical Information Division.

Incl.-4
1. Information Folder
2. Pay Schedule
3. 3 Press Releases
4. Memorandum concerning WAAC

FOR VICTORY
BUY UNITED STATES SAVINGS BONDS AND STAMPS

Files
War
Defense

COPY

War Department
Springfield Ordnance District

In reply refer to
S.O.D. No. 353.02/6253

October 29, 1942

Miss Mary Anderson, Director
U. S. Department of Labor
Women's Bureau
Washington, D. C.

Dear Miss Anderson:

Reference is made to your letter of October 26th requesting visits in official capacity to certain plants in the Springfield Ordnance District area. Partial reply to your request was made by Lt. F. W. Green, Adjutant, Springfield Ordnance District on the date of October 28th.

The directive under which clearance of visits is operating at the present time states, "request for permission to visit originating in Washington, D. C. will be handled by the liaison officer of the Safety & Security Branch in Washington".

In view of this directive it is suggested that your request for visit to these plants should be directed to Liaison Officer, Safety & Security Division, Office of the Chief of Ordnance, Washington, D. C., clearance may then be handled in routine manner.

For the District Chief:

(s) W. H. Nichols
1st Lt,, Ord. Dept.,
Assistant.

McCannon has original with her

ALL COMMUNICATIONS SHOULD BE ACCOMPANIED BY CARBON COPY AND ADDRESSED TO files

WAR DEPARTMENT

~~HARTFORD~~ SPRINGFIELD ORDNANCE DISTRICT

95 STATE STREET

SPRINGFIELD, MASS.

War Relations

Green/ie

IN REPLY REFER TO

~~S.O.D.~~ No. ~~353.021~~/610

October 28, 1942

Miss Mary Anderson, Director
U. S. Department of Labor
Women's Bureau
Washington, D. C.

Dear Miss Anderson:

In the absence of Lt. Col. T. L. Hapgood, to whom your letter of October 26th in regard to Miss Cannon's visit was addressed, I am writing to inform you of the necessary procedure in regard to the proposed visit.

All such visits to War plants must be cleared through the proper security channels and for this reason your letter will be referred to the Intelligence Branch of this District. If the visits proposed are satisfactory to the companies, you will receive telegraphic notice as soon as possible. When visiting plants, Miss Cannon should have with her proof of American citizenship and suitable identification as an employee of the United States Department of Labor. Waterbury Clock Company, A. C. Gilbert Company and Winchester Repeating Arms Company are facilities under contract to this District and will perhaps be cleared more readily than the other companies which are under contract to other branches of the Service.

A definite reply will be made within the next day or so. If there are any further questions, please let us know.

Very truly yours,

F. W. GREEN,
1st Lt., Ord. Dept.,
Adjutant



Files War Dept

WAR DEPARTMENT
ARMY AIR FORCES
MATERIEL CENTER
EASTERN PROCUREMENT DISTRICT
Office of the Army Air Forces Representative

Pratt & Whitney Aircraft Division RES/dtw
East Hartford, Conn.

Subject: Visit of Miss Mary Cannon
to Plants.

October 28, 1942

WOMEN'S BUREAU
OCT 30 1942
DEPARTMENT OF LABOR

To: Director,
U.S.Department of Labor
Women's Bureau,
Washington, D.C.

Reference: Request on above subject dated 10/26/42.

1. This office has no authority to grant subject request and would suggest that you contact the Secretary of War, Washington, D.C. regarding same.

For the AAF Representative:

R.E.SLADE
Inspector, AAF
U.S.Army

War Defense

October 26, 1942

Mr. E. L. Nellis, Works Manager
Trojan Powder Company
Plum Brook Ordnance Works
Sandusky, Ohio

Dear Mr. Nellis:

In accordance with your request, additional copies of several Women's Bureau bulletins were mailed and doubtless have reached you. If our Bureau can be of any further assistance, please write.

Mrs. Mettert and I appreciated very much your cooperation and assistance during our visit. Within the near future we shall send you a report containing the suggestions and recommendations of the Women's Bureau as to the feasibility of expanding the employment of women in your plant.

Sincerely yours,

Martha J. Ziegler,
Field Representative.

MJZ:
MNC

War
Defense

October 26, 1942

Major L. K. Kallmyer
Commanding Officer
Plum Brook Ordnance Works
Sandusky, Ohio

Dear Major Kallmyer:

Mrs. Margaret Mettert and I appreciated very much your cooperation and assistance during our visit to the Plum Brook Ordnance Works. The information which we obtained is most helpful to us.

Within the near future we shall send you a report containing the suggestions and recommendations of the Women's Bureau as to the feasibility of expanding the employment of women in the plant.

Sincerely yours,

Martha J. Ziegler,
Field Representative.

MJZ:
MNG

War Defense

ALL COMMUNICATIONS SHOULD BE ACCOMPANIED BY CARBON COPY AND ADDRESSED TO

Morris/hlr

TO INSURE PROMPT ATTENTION
IN REPLYING REFER TO
SSB No. 461/177
ATTENTION OF
SPOGU

WAR DEPARTMENT
OFFICE OF THE CHIEF OF ORDNANCE
SAFETY AND SECURITY BRANCH
333 NORTH MICHIGAN AVENUE
CHICAGO, ILL.

October 26, 1942

WOMEN'S BUREAU
OCT 29 1942
DEPARTMENT OF LABOR

Women's Bureau
U.S. Department of Labor
Washington, D.C.

Dear Madam:

It is requested that 12 copies of the following publications of your office be made available for use by the Industrial Safety and Hygiene Group of the Safety and Security Branch:

Standards for Maternity Care and Employment of Mothers in Industry

Lifting Heavy Weights in Defense Industries (Special Bulletin No. 2).

Your cooperation in this matter will be appreciated.

Howard B. Morris
Howard B. Morris
1st Lt., Ord. Dept.
Assistant



ALL COMMUNICATIONS SHOULD BE ACCOMPANIED BY CARBON COPY AND ADDRESSED Morris/hlr

TO INSURE PROMPT ATTENTION
IN REPLYING REFER TO
SSB No. 461/177
ATTENTION OF
SPOGU

WAR DEPARTMENT
OFFICE OF THE CHIEF OF ORDNANCE
SAFETY AND SECURITY BRANCH
333 NORTH MICHIGAN AVENUE
CHICAGO, ILL.

October 26, 1942

Women's Bureau
U.S. Department of Labor
Washington, D.C.

Dear Madam:

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Standards for Maternity Care and Employment of Mothers in Industry

Lifting Heavy Weights in Defense Industries (Special Bulletin No. 2).

Your cooperation in this matter will be appreciated.

Howard B. Morris
1st Lt., Ord. Dept.
Assistant



War Dept
Files

WAR DEPARTMENT
WOMEN'S ARMY AUXILIARY CORPS
OFFICE OF THE DIRECTOR
WASHINGTON

WOMEN'S BUREAU
OCT 24 1942
DEPARTMENT OF LABOR

SPWA 080 Council of Women in War Work
(10-9-42)R

October 23, 1942

Miss Mary Anderson,
Director, Women's Bureau,
U. S. Department of Labor,
Washington, D. C.

Dear Miss Anderson:

Your request to the Director for information for the Council of Women in War Work, East Melbourne, Australia, has been acknowledged from this office. We were glad to send Mrs. Kathleen Fitzpatrick, President of the Council of Women in War Work, available information on the conditions for women in the Women's Army Auxiliary Corps.

Yours very truly,

J. Noel Macy

J. Noel Macy
Lt. Colonel, Cav.
Director, Technical Information
Division.



War Department

WAR DEPARTMENT
SERVICES OF SUPPLY
OFFICE OF THE QUARTERMASTER GENERAL
WASHINGTON

IN REPLY REFER TO SPQPZ 321.5
(General)



October 22, 1942.

Director,
Women's Bureau,
United States Department of Labor,
Washington, D. C.

Dear Madam:

It is requested that reports formerly addressed to Mr. George McCay, Office of The Quartermaster General, Labor Section, be addressed in the future to Major William H. Downs, Manpower Section, Personnel Division, Office of The Quartermaster General, Room 2729, Temporary "A" Building, Washington,

ster General:

Very truly yours,

William H. Downs

WILLIAM H. DOWNS,
Major, Q. M. C.,
Assistant.

U. S. DEPARTMENT OF LABOR
WOMEN'S BUREAU

To—		From—	Re Attached Please—
✓	~~Anderson.~~		Approve
✓	Nienburg.	✓	Comment
	Larrabee.		Note
	Benham.		Note and return
	Dern.		Reply
	Erickson.		Draft of reply
	Hyde.		Signature
	Manning.		Would like to discuss
	Mettert.		File
✓	~~Pidgeon.~~		
	Robinson.		Date
	Smith, F.		Note:
	Spring.		
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GPO 16—24460

✓ Field Staff

War
Defense

WAR DEPARTMENT
SERVICES OF SUPPLY
OFFICE OF THE QUARTERMASTER GENERAL
WASHINGTON

IN REPLY REFER TO SPQPZ 321.5
(General)

WOMEN'S BUREAU
OCT 23 1942
DEPARTMENT OF LABOR

October 22, 1942.

Director,
Women's Bureau,
United States Department of Labor,
Washington, D. C.

Dear Madam:

It is requested that reports formerly addressed to Mr. George McCay, Office of The Quartermaster General, Labor Section, be addressed in the future to Major William H. Downs, Manpower Section, Personnel Division, Office of The Quartermaster General, Room 2729, Temporary "A" Building, Washington, D. C.

For The Quartermaster General:

Very truly yours,

William H. Downs

WILLIAM H. DOWNS,
Major, Q. M. C.,
Assistant.

Files
War Dept

ALL COMMUNICATIONS SHOULD BE ACCOMPANIED BY CARBON COPY AND ADDRESSED TO

TO INSURE PROMPT ATTENTION
IN REPLYING REFER TO

_____ No. _____

ATTENTION OF

_____

WAR DEPARTMENT
OFFICE OF THE CHIEF OF ORDNANCE Myers/rw
SAFETY BRANCH
333 NORTH MICHIGAN AVENUE
CHICAGO, ILL.

October 14, 1942



Mrs. Margaret T. Mettert,
Associate Industrial Economist,
U. S. Department of Labor,
Women's Bureau,
Washington, D. C.

Dear Mrs. Mettert:

I returned from Chicago this morning to find your note of October 12th. I too regret that I will be unable to see you on October 20th. Unfortunately, it will be necessary for me to be in Washington on the 20th to keep another appointment with the Red Cross and since I must be in Cincinnati on the 21st and in New York on the 19th, feel that I should perhaps discuss, at least for the present, the problem of safety clothing with whomever you designate.

Mr. Hampton tells me that you will be in Chicago for the National Safety Congress. I plan to be there from October 23 to October 30 for the Congress and at the office, 333 North Michigan Avenue. I am looking forward to meeting you at that time and hope I shall have that privilege. If I should not meet you at the Congress, will appreciate you calling me at your convenience at State 9312.

Thank you very kindly.

Sincerely,
Virginia T. Myers.
MRS. VIRGINIA T. MYERS,
Assistant, Women's Activities,
Safety and Security Branch.

List of firms handling explosives
mfg
loading
etc.



War Defense

TROJAN POWDER COMPANY

PLUM BROOK ORDNANCE WORKS

SANDUSKY, OHIO

October 13, 1942

WOMEN'S BUREAU
OCT 15 1942
DEPARTMENT OF LABOR

U. S. Department of Labor
Women's Bureau
Washington , D. C.

Attention: Miss Ziegler

Gentlemen:

Recently when you and Mrs. Mettert visited our Plum Brook
following pamphlets:

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au and Women's
of Labor

or Women in Industry"
t of Labor

e Industry"
t of Labor

Special Bulletin No. 2

Miss Ziegler
Sent 6 of each of bulls. listed direct from Govt. There is no charge. 10/15/42 E. Nellis.

These are very interesting and will be quite helpful in our study of the employment of women in our Plant. We would appreciate having an additional six copies of each of the above pamphlets.

If there is any charge for these pamphlets, will you kindly advise the writer so that arrangements may be made to take care of the cost. As we are pushing this problem to whatever extent is possible, I would appreciate your replying promptly.

Yours very truly,

TROJAN POWDER COMPANY

E. L. Nellis

E. L. Nellis
Works Manager

ELN/dmw

War Defense

TROJAN POWDER COMPANY

PLUM BROOK ORDNANCE WORKS

SANDUSKY, OHIO

October 13, 1942

WOMEN'S BUREAU
OCT 15 1942
DEPARTMENT OF LABOR

U. S. Department of Labor
Women's Bureau
Washington , D. C.

Attention: Miss Ziegler

Gentlemen:

Recently when you and Mrs. Mettert visited our Plum Brook Ordnance Plant, you left one copy each of the following pamphlets:

"Safety Clothing for Women in Industry"
Women's Bureau, U. S. Department of Labor
Special Bulletin No. 3

"Standards for Maternity Care and Employment of Mothers in Industry"
Prepared by the Children's Bureau and Women's Bureau of the U. S. Department of Labor

"Washing and Toilet Facilities for Women in Industry"
Women's Bureau, U. S. Department of Labor
Mary Anderson, Director
Special Bulletin No. 4

"Lifting Heavy Weights in Defense Industry"
Women's Bureau, U. S. Department of Labor
Special Bulletin No. 2

These are very interesting and will be quite helpful in our study of the employment of women in our Plant. We would appreciate having an additional six copies of each of the above pamphlets.

If there is any charge for these pamphlets, will you kindly advise the writer so that arrangements may be made to take care of the cost. As we are pushing this problem to whatever extent is possible, I would appreciate your replying promptly.

Yours very truly,

TROJAN POWDER COMPANY

E. L. Nellis.

E. L. Nellis
Works Manager

ELN/dmw

War Dept

WAR DEPARTMENT

HEADQUARTERS, SERVICES OF SUPPLY

WASHINGTON, D. C.

WOMEN'S BUREAU
OCT 14 1942
DEPARTMENT OF LABOR

October 12, 1942

Miss Mary Anderson
U. S. Department of Labor
Washington, D. C.

Dear Miss Anderson:

As I stated over the telephone, the Wage Administration Group is progressing satisfactorily on the installation of a real wage program throughout the Services of Supply. To date they have completed an installation at the Philadelphia Signal Corps Depot and at the Philadelphia Quartermaster Depot. They are about completed at the Frankfort Arsenal, and I expect that the installation will be finished within the next ten days or two weeks. They are also working in the Third Service Command to set up a practical scheme of handling wage administration for all Service Commands.

As I stated to you today and previously, in the setting of rates for jobs or in the evaluation of the job relative to other jobs, no consideration is taken of who will work on the job--man or woman. There have been instances, however, where people have been doing jobs with the same name but of actually different requirements, and there are cases where it would appear that women were getting less money for the same job than men. I believe that that is true in many instances, but in equally as many instances the actual job has been different where the rates have been different.

I will keep you advised from time to time concerning the progress of this group.

Very truly yours

W. E. Wentworth.



WOMEN'S BUREAU
U. S. Department of Labor

October 7, 1942

MEMO

Re: Miss Anderson's telephone conversation with Mr. Wentworth of Civilian Personnal Division, Ordnance Department, War Department, concerning job classification study in arsenals.

study of occupations in the
The/Philadelphia Signal Corps and the Philadelphia Quatermaster Corps are all done and the rates were put into effect ten days ago. They are the rates on the job.

Frankfurd Arsenal is two-thirds done. Expect to put those rates into effect in about two weeks.

When Miss Anderson asked about Watervliet, etc., Mr. Wentworth said they haven't the force to cover the United States. They expect the Ordnance Department to do that themselves. They can use their pattern.

Mr. Wentworth promised to send Miss Anderson a report on this.

Note: In Miss Margaret Anderson's gun report she states that Watervliet Arsenal is paying the same rate to men and women.

Ext 5512

February 2, 1943.

To- Miss Anderson
From- E.C.

RE- Job classification in Arsenals.

Contacted- W.E. Wentworth, War Department, Services of Supply.

Mr. Wentworth said that his department is not doing any surveys now but are training people in this work locally to serve on wage boards and to make wage studies. Recommendations are submitted to Army Wage Section and Army reviews rate set-up and determines rate for the job.

No survey has been made in Philadelphia.by Quartermaster.

October 10, 1942

Major John K. Meneely
Watervliet Arsenal
Watervliet, New York

My dear Major Meneely:

In August 1942 two representatives from the Women's Bureau visited Watervliet Arsenal to observe the types of work on which women were employed. Six other gun and firearm plants were visited including Springfield Armory, Watertown Arsenal, Rock Island Arsenal, Colt's Patent Firearms Company, A. C. Spark Plug (Flint, Michigan), Savage Arms Corporation (Utica, New York).

Springfield Armory, Colt's Patent Firearms Company and A. C. Spark Plug had the largest numbers of women on the widest array of occupations. However, the firearms and guns manufactured are much smaller than those at Watervliet and the only one making guns at all comparable in size was the Park Street plant of Colt's which makes a 37-MM cannon. Any of these three plants might be visited to get a picture of the varieties of work which women are doing.

In all of these plants the largest numbers of women were on machine tool operations doing both production work and toolroom work. They operated practically every type of machine including milling machines, drill presses, grinding machines, profilers, shavers (slotters), turret lathes, engine lathes, automatic screw machines, gear cutters, thread millers, shapers, broaches, woodworking machines and machines for barrel drilling, reaming, rifling, turning, grinding and chambering. Men were usually employed to set up the machines, but in some of the shops women were being trained on the job as machine-setters.

Many women were employed on filing, burring, buffing and polishing of component parts, and a few were being broken in on assembly operations with the expectancy that many more would be placed on assembly. Inspection has long been an occupation common to women and in all the plants visited women were doing inspection which generally involved use of precision measuring instruments. Some of the non-productive occupations of women were toolcrib attendants, stockroom attendants, production clerks, factory clerks, gage inspectors, tracers and laboratory aides.

January 1942 some of the Canadian gun and firearms plants were visited and a report written on the employment of women in these firms, a copy of which is enclosed. The Otis-Fensom Elevator Company in Hamilton, Ontario, which is making the Bofors anti-aircraft gun was one of the firms covered. This would be a good firm for you to visit because much of the work is comparable to that at Watervliet and they are using great numbers of women.

Over the past year and a half the Women's Bureau has made industry studies on women's employment showing the work that women are doing and recommending additional work they could do, and copies of these reports are enclosed. A similar report is being written on gun manufacturing and this will be sent to you as soon as it is completed.

Even though the proportion of women employed at Watervliet Arsenal was not quite as great in some of the other manufacturing establishments it was felt that you were cognizant of the feasibility of using women on a large proportion of the work in gun manufacturing. We were also very pleased to note that the same wage rates were being paid women as men in conformity with the policy laid down by several Government agencies including the War Labor Board.

In going through the Arsenal it was further noted that there were no facilities for serving hot food to the plant workers, nor was there any provision for a thirty minute lunch period as a definite break away from the job. In the interest of safeguarding the health of the workers and maintaining phant efficiency and production, we feel it is essential that some provision be made for serving hot food and a thirty minute lunch period be allowed.

We have compiled bulletins dealing with time for meals and rest periods, weight lifting, toilet and wash room facilities, etc., and a set of these has been enclosed. If you have any specific problems not covered in these bulletins we would be glad to cooperate with you in giving any advice that we can, so do not hesitate to call on us.

Sincerely yours,

Mary Anderson, Director

MA:MKA:IS

HEADQUARTERS EIGHTH SERVICE COMMAND
SERVICES OF SUPPLY
OFFICE OF THE COMMANDING GENERAL

War Defense

JSC/bc

FORT SAM HOUSTON, TEXAS,

October 9, 1942

WOMEN'S BUREAU
OCT 13 1942
DEPARTMENT OF LABOR

United States Department of Labor,
Women's Bureau,
Washington, D. C.

Gentlemen:

Please send thirty copies of each of the following pamphlets:

1. Women's Employment in Aircraft Assembly Plants by Ethel Erickson. Bulletin of the Women's Bureau No. 192-1.

2. Women's Factory Employment in an Expanding Aircraft Production Program. Bulletin of the Women's Bureau, No. 189-1.

3. Standards for Maternity Care and Employment of Mothers in Industry.

4. Recommendation on Hours of Work for Maximum Production.

5. Effective Industrial Use of Women in the Defense Program. Special Bulletin No. 1.

6. Lifting Heavy Weights in Defense Industries. Special Bulletin No. 2.

7. Safety Clothing for Women in Industry. Special Bulletin No. 3.

8. Washing and Toilet Facilities for Women in Industry. Special Bulletin No. 4.

9. Women's Effective War Work Requires Time for Meals and Rest. Special Bulletin No. 5.

10. Night Work for Women and Shift Rotation in War Plants. Special Bulletin No. 6.

11. Hazards to Women Employed in War Plants on Abrasive-Wheel Jobs. Special Bulletin No. 7.

Rec'd. 10/15/42

It is planned to distribute a set of above pamphlets to plants in this Eighth Service Command who are employing women.

Please place us on your mailing list so that we may receive future publications concerning Women in Industry.

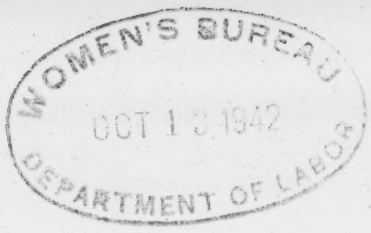
Very truly yours,

James S. Cullyford

JAMES S. CULLYFORD,
Captain, Medical Corps,
Asst. Chief, Medical Branch,
Personnel Division

War
Defense

OFFICE OF THE COMMANDING GENERAL
HEADQUARTERS NINTH SERVICE COMMAND
~~OFFICE OF THE SURGEON~~
FORT DOUGLAS, UTAH



October 9, 1942

Sent 10/13/42

U. S. Department of Labor
Women's Bureau
Washington, D. C.

Gentlemen:

Receipt is acknowledged of special bulletins 1 through 7 inclusive, plus pamphlets issued by the War Department entitled "Women's Employment in Aircraft Assembly Plants in 1942," "Women's Factory Employment in an Expanding Aircraft Production Program," "Standards for Maternity Cases and Employment of Mothers in Industry," and "Recommendation on Hours of Work for Maximum Production."

These pamphlets have been read and additional copies are requested with a view to sending a complete set to each of the Industrial Surgeons under the control of this Headquarters. Forty copies of each of the above referred to pamphlets are, therefore, requested on a gratis basis.

Very truly yours,

Harold R. Hennessy

HAROLD R. HENNESSY
Major, Medical Corps
Assistant to Director
Military Personnel Division

War
Reference

October 7, 1942

Lt. Robert L. Gallegly
Ordnance Department Fiscal Office
War Department, Illinois Ordnance Plant
Carbondale, Illinois.

Reference: ILL 461/192

Dear Lt. Gallegly:

We have your letter of September 29th, enclosing a list of Women's Bureau bulletins needed by the safety and inspection divisions.

I do not know what source was consulted for our publications, but most of the bulletins requested are out of print, and several others listed have now been superseded by recently-published bulletins. We are taking the liberty therefore of sending a set of our bulletins relating to women in war industries. These fall in two categories: occupational surveys we have made of certain war industries, and recommended standards for women's working conditions.

The chart on minimum standards will be sent under separate cover.

A list of our publications is enclosed, the latest bulletins appearing on pages 4-5. We have checked those being sent you, most of which will be mailed direct from the Government Printing Office.

Sincerely yours,

Mary Anderson, Director

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ALL COMMUNICATIONS MUST BE ADDRESSED TO "COMMANDING OFFICER, ILLINOIS ORDNANCE PLANT, CARBONDALE, ILLINOIS"

WAR DEPARTMENT
ILLINOIS ORDNANCE PLANT
CARBONDALE, ILLINOIS

IN REPLY REFER TO:
ILL 461/19

WOMEN'S BUREAU
OCT 5 - 1942
DEPARTMENT OF LABOR

Mosko:ah
September 29, 1942

Labor Department
Washington, D. C.

Attn: Womens' Bureau

Gentlemen:

Attached you will please find a list of pamphlets which appear to be prepared by your department and are very much needed by the Safety and Inspection Divisions in conjunction with their work at this station.

Receipt of these pamphlets will be acknowledged.

For the Commanding Officer:

Very truly yours,

Robert L. Gallegly

ROBERT L. GALLEGLY
2nd. Lt., Ord. Dept.
Fiscal Officer

1 Incl.
List of Pamphlets.

Enclose Sp Bul 157 Maternity Work here

SPD to send 157 165 181 183 190

189 1 to 4 192 1, 2 193

Typ open MIM speech

ALL COMMUNICATIONS MUST BE ADDRESSED TO "COMMANDING OFFICER, ILLINOIS ORDNANCE PLANT, CARBONDALE, ILLINOIS"

WAR DEPARTMENT
ILLINOIS ORDNANCE PLANT
CARBONDALE, ILLINOIS

IN REPLY REFER TO: ILL 461/19 ✓

Mosko:ah
September 29, 1942

Labor Department
Washington, D. C.

Attn: Womens' Bureau

Gentlemen:

Attached you will please find a list of pamphlets which appear to be prepared by your department and are very much needed by the Safety and Inspection Divisions in conjunction with their work at this station.

Receipt of these pamphlets will be acknowledged.

For the Commanding Officer:

Very truly yours,

ROBERT L. GALLEGLY
2nd. Lt., Ord. Dept.
Fiscal Officer

1 Incl.
List of Pamphlets.

Womens' Bureau, Special Bulletins

1. Womens' Bureau, Special Bulletin #1 L12.10:1
   Effective Industrial Use of Women in the Defense Program, 1940.

2. Womens' Special Bulletin #2 (See Bulletin #1 (1941)
   Lifting Heavy weights in Defense Industries,
   (Methods for Conserving health of women workers)

3. Womens' Bureau Special Bulletin #3 - L.13.10:3
   Safety Clothing for Women in Industry 1941.

Womens' Bureau Bulletins

1. Womens' Bureau Bulletin #64 L13.3:64
   Employment of Women At Night.

2. Womens' Bureau Bulletin #189-21 L13.3:189-3
   Employment of Women in the Manufacture of Artillery Ammunition (1942)

3. Womens' Bureau Bulletin #189-3 L13.3:189-2
   Employment of Women in the Manufacture of Small Arms Ammunition (1942)

4. Womens' Bureau Bulletin #120 L13.:120
   Employment of Women in Offices (1934)

5. Womens' Bureau Bulletin #46
   Facts about Working Women.

6. Womens' Bureau Bulletin #18 L13.3:18
   Health Problems of Women in Industry.

7. Womens' Bureau Bulletin #57
   Industrial Poisons, Women Workers and Industrial Poisons (1936)

8. Womens' Bureau Bulletin #157 United States Summary L13.3:157 - Summary
   Legal Status of Women in United States, January 1, 1938, Final Report, (1941)

9. Womens' Bureau Bulletin #70 L13.3:70
   Negro Woman Worker 1938.

10. Womens' Bureau Bulletin #181 L13.3-181
    Nonworking Time of Industrial Women Workers 1940.

11. Womens' Bureau Bulletin #90 L13.3:90
    Physiological Basis for Shorter Working Day for Women.

12. Womens' Bureau Bulletin #78 L13.3:78
    Survey of Laundries and their women workers.

13. Womens' Bureau Bulletin #L13.8
    A Bi-Monthly - The Woman Worker.

Incl. 1

Letter from Gallagly
Ll. Ordnance Plant

Womens' Bureau Bulletins (Continued)

14. Womens' Bureau Bulletin #50
Effects of Research Upon Employment of American Women.

15. Womens' Bureau Bulletin #51 L13.3:51
Women in Illinois Industries.

✓ 16. Womens' Bureau Bulletin #183 L13.3:183
Women Workers in their Family Environment 1941.

17. Womens' Bureau Bulletin #54
Changing Jobs, Women Workers in Industry.

18. Womens' Bureau Bulletin #177
Differences in Earnings of Women and Men 1938.

19. Womens' Bureau Bulletin #99
Installation and Maintenance of Toilet Facilities in places of Employment.

Women In Industry

1. Charts - Minimum Standards for Employment of
Women in Industry 1936 L13.9:St.2/1-2.

War Safety

October 3, 1942

Maj. Gen. James A. Ulio, Adjutant General
Services of Supply
War Department
Washington, D. C.

My dear Gen. Ulio:

The Women's Bureau of the U. S. Department of Labor would greatly appreciate receiving a copy of each of the following technical bulletins issued by the War Department:

Technical Manuals

T M 1-420	Lathes (Dated 1940 but 3 leaves of changes added in 1942)
T M 1-421	Milling Machines, Shapers, & Planers (latest edition is 1942)
T M 1-422	Grinding Machines (Dated 1940 but 5 leaves of changes added 1942)
T M 1-423	Heat Treating and Inspection of Metals (1941)
T M 10-445	Machinist (Dated Nov. 1941)
T M 10-590	Hand, Measuring and Power Tools (1941)
T M 11-453	Shop Work (1942)
9-2900	Military Explosives

These bulletins will be very valuable to us for background material in studying the occupations in war industries in which women are being employed.

Sincerely yours,

Mary Anderson, Director

MZ:IS

File / War.

October 8, 1942

War & Navy

Washington, D.C.

request from:

Rosemme Sopko, Librarian
Champion Jr. High School
Painesville, Ohio.

"could you please send me information about the WAAC'S AND THE WAVES? I would like to know how old you have to be to join, and the other qualifications necessary.

War
Defense

October 3, 1942

Miss Georgia Long
War Department Ogden Arsenal
Ogden, Utah.

My dear Miss Long:

In compliance with your request of September 28th, we are enclosing a copy of our bulletin No.190, together with other material that we believe you will find of interest. Our list of publications is also enclosed should you be interested in any others.

Our publication, The WOMAN WORKER, has been discontinued and our current information will be included in a Department publication: LABOR INFORMATION BULLETIN. The latter is 75¢ a year; the August issue is also enclosed.

There will be no charge for the enclosed material.

Sincerely yours,

Mary Anderson, Director

ec

enc.

ALL COMMUNICATIONS SHOULD BE ADDRESSED TO "COMMANDING OFFICER" Long:el
AND ACCOMPANIED BY A CARBON COPY

POST OFFICE AND TELEGRAPH ADDRESS:
OGDEN, UTAH

WAR DEPARTMENT
OGDEN ARSENAL
OGDEN, UTAH

FREIGHT AND EXPRESS ADDRESS:
ARSENAL, UTAH

IN REPLY PLEASE REFER TO FILE NO.

September 28, 1942

WOMEN'S BUREAU
OCT 1 - 1942
DEPARTMENT OF LABOR

U. S. Department of Labor
Women's Bureau
Washington, D. C.

Gentlemen:

Will you please send to me at the above address the handbook recently published by Mary Anderson, which is a guide to solve the problems of girls who migrate from one locality to another.

If you have a catalogue of pamphlets published by the Women's Bureau, I would appreciate a copy of it.

Please let me know the cost of the above pamphlet and also the cost of a subscription to the magazine called "The Woman," which the Bureau publishes, and I shall send you a check to cover both.

Sincerely yours,

Georgia Long

Georgia Long

War Defense

All communications should be accompanied by carbon copy and addressed to COMMANDING OFFICER

PHONE
SANDUSKY 4150

WAR DEPARTMENT
PLUM BROOK ORDNANCE WORKS
SANDUSKY, OHIO

Mail Address and
LCL Freight Address:
Sandusky, Ohio

Freight Address:
Plum Brook, Ohio

IN REPLY REFER TO: [redacted] PLM 230.14/266a

WOMEN'S BUREAU
OCT 5 - 1942
DEPARTMENT OF LABOR

SCB/gh

October 2, 1942

PLM 230.14/266a

U. S. Department of Labor
Women's Bureau
Washington, D. C.

Gentlemen:

Reference is made to your letter of September 28, 1942 to this office, concerning the visit of Miss Martha Ziegler and Mrs. Margaret Mettert to Plum Brook Ordnance Works on October 6, 1942.

We will be glad to have these visitors, and in view of the fact that this office and the Operating Contractor are presently preparing an extensive program for hiring women at this Works, any help they can give will be most welcome.

For your information, the Inspection Department of this office already has in effect an extensive program of replacing men inspectors with women, including a pre-training program.

For the Commanding Officer:

Very truly yours,

S. C. Britton

S. C. BRITTON
Capt., Ord. Dept.
Executive Officer

All communications should be accompanied by carbon copy and addressed to COMMANDING OFFICER

PHONE
SANDUSKY 4150

WAR DEPARTMENT
PLUM BROOK ORDNANCE WORKS
SANDUSKY, OHIO

Mail Address and
LCL Freight Address:
Sandusky, Ohio

Freight Address:
Plum Brook, Ohio
SCB/gh

230.14/2 262

IN REPLY REFER TO: PLM _____

WOMEN'S BUREAU
OCT 5 - 1942
DEPARTMENT OF LABOR

October 2, 1942

U. S. Department of Labor
Women's Bureau
Washington, D. C.

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For the Commanding Officer:

Very truly yours,

S. C. BRITTON
Capt., Ord. Dept.
Executive Officer

OCT 5 10 30 AM 1942
ORDNANCE WORKS
PLUM BROOK

SS-P4P

Exhibit 16

ALL COMMUNICATIONS SHOULD BE ADDRESSED TO "THE COMMANDING OFFICER, WATERVLIET ARSENAL, WATERVLIET, N. Y."

War

WATERVLIET ARSENAL

WATERVLIET, N. Y.

REFER REPLY TO ATTENTION OF

MFK/rcd

October 7, 1942.

WOMEN'S BUREAU
OCT 8 - 1942
DEPARTMENT OF LABOR

OCT 7 3 55 PM 1942

230.14
1 of

Department of Labor,

Washington, D. C.

Gentlemen:

This office recently read that your Department had completed a survey of female labor now employed in the war effort. We are now engaged in a program which will no doubt add thousands of such employees to our rolls. Problems are constantly arising due to the utilization of female labor which ordinarily do not exist. With that in mind and in consideration of the survey which you have made we feel that your Department is in a position to recommend the names of several plants who also utilize female labor whom we might visit and observe and obtain the most expeditious method of handling such labor. Any suggestions which you may have in this respect will be appreciated.

Very truly yours,

John K. Meneely

John K. Meneely,
Major, Ord. Dept.,
Assistant.

RECEIVED
OCT 8 1942
CENTRAL CLERK
DEPT. OF LABOR

O.O. Form 53

War Defense

NO. .....

WOMEN'S BUREAU
OCT 5 - 1942
DEPARTMENT OF LABOR

THIS IS A REQUEST FOR QUOTATIONS AND NOT AN ORDER

(PLACE) Washington, D. C.

TO U.S. Women's Bureau
Department of Labor
Const. Ave. & 14th St., N.W., Washington, D. C.

(DATE) October 2, 1942

Please quote on this blank, NET prices for the following articles, prices to include transportation and all other charges necessary for delivery to the Procurement and Supply Officer, Office Chief of Ordnance, U.S.A., Pentagon Building, Washington, D. C.

Except as noted below or otherwise indicated herein, all articles, materials, and supplies covered by this proposal shall, if unmanufactured articles, materials, and supplies, be mined or produced in the United States, and if manufactured articles, materials, and supplies, they shall be manufactured in the United States all from articles, materials, or supplies, mined, produced, or manufactured, as the case may be, in the United States.

[signature]
Ordnance Department, U.S.A., Commanding.
Chief Clerk

PROPOSAL

PROPOSALS IN DUPLICATE MUST BE EXECUTED AND RETURNED WITHIN TWO DAYS AFTER ITS RECEIPT

DATE ....., 19....

..... propose to furnish and deliver f.o.b. ....., the following articles at the prices set opposite their names.

It is hereby certified that in the event award is made to the undersigned, the unmanufactured articles or materials furnished the United States will have been mined or produced in the United States; and the manufactured articles, materials, and supplies will have been manufactured in the United States from articles, materials, or supplies mined, produced, or manufactured, as the case may be, in the United States, except as noted below or otherwise indicated in this bid.

ITEM	ARTICLES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
	Recreation and Housing for Women War Workers. By Mary V. Robinson. Pamphlet envelope.	1	copy		

STATE DISCOUNT ALLOWED IF CHECK IN PAYMENT IS MAILED WITHIN THE FOLLOWING CALENDAR DAYS AFTER RECEIPT OF ARTICLES AND PROPERLY CERTIFIED INVOICE. 10 days % 20 days % 30 days %

The above articles will be delivered within ..... days after receipt of order.

(Firm) .....

(By) .....

(Title) .....

U. S. GOVERNMENT PRINTING OFFICE — O

Defense
War

October 13, 1942

Maj. Gen. James A. Ulio, Adjutant General
Services of Supply
War Department
Washington, D. C.

My dear General Ulio:

We are very grateful for your prompt attention to our request for certain technical bulletins issued by the War Department. These have been received, with the exception of Technical Manual TM 10-445, Machinist, Nov. 1941, which we would be very glad to receive if it is available.

We would also greatly appreciate receiving the following three Technical Manuals:

TM 9-1225	Ordnance Maintenance Browning Machine Gun, 50 Cal. 6-12-42
TM 9-1235	Ordnance Maintenance 37-MM Anti-aircraft Gun Material 7-6-42
TM 9-226	Browning Machine Gun 5-16-42

These manuals are desired as background material for a study of the employment of women in gun manufacture.

Sincerely yours,

Mary Anderson, Director

IS

DEPARTMENT OF LABOR

TM 9-1225 -
Ordnance Maintenance
Browning Machine Gun, .50 cal.
6-12-42

TM 9-1235
Ordnance Maintenance
37-MM gun - aircraft
gun material
7/6/42

TM - 9-226
Browning machine Gun
6--16-42

No. 203

GPO

L 6829

U. S. DEPARTMENT OF LABOR
WOMEN'S BUREAU
WASHINGTON

October 3, 1942

Maj. Gen. James A. Ulio, Adjutant General
Services of Supply
War Department
Washington, D. C.

WOMEN'S BUREAU
OCT 8 - 1942
DEPARTMENT OF LABOR

My dear Gen. Ulio:

The Women's Bureau of the U. S. Department of Labor would greatly appreciate receiving a copy of each of the following technical bulletins issued by the War Department:

Technical Manuals

T M 1-420	Lathes (Dated 1940 but 3 leaves of changes added in 1942)
T M 1-421	Milling Machines, Shapers, & Planers (latest edition is 1942)
T M 1-422	Grinding Machines (Dated 1940 but 5 leaves of changes added 1942)
T M 1-423	Heat Treating and Inspection of Metals (1941)
T M 10-445	Machinist (Dated Nov. 1941)
T M 10-590	Hand, Measuring and Power Tools (1941)
T M 11-453	Shop Work (1942)
9-2900	Military Explosives

These bulletins will be very valuable to us for background material in studying the occupations in war industries in which women are being employed.

Sincerely yours,

Mary Anderson

Mary Anderson, Director

WAGO
OCT 4 1942
Received
7 P.M

Action Taken 10/7/42 - spm

October 12, 1942

Mrs. Virginia T. Myers
Security and Safety Branch
Army Ordnance
709 Enquirer Building
Cincinnati, Ohio

My dear Mrs. Myers:

On returning to Washington from the field, I find that an appointment has been made with you for October 20th to discuss safety clothing for women in ordnance work. Unfortunately, I have a prior engagement to speak in Buffalo the evening of October 19th. I should like very much to talk with you. Would it be possible to change the date? If that is not possible I can arrange for some one else to discuss with you the information we have on this subject.

Sincerely yours,

Margaret T. Mettert
Associate Industrial Economist

MTM:ld

WAR DEPARTMENT NOV. 1942

WAR DEPARTMENT
Bureau of Public Relations
Women's Section
Army Service Forces

August 18, 1944

WOMEN OVER FIFTY STAFFING MANY ARMY PROJECTS

This may be a young man's war but the woman over fifty in Army installations throughout its nine service commands is taking more than a hand in the full time jobs done back home for the lad in the soldier's helmet. With two hands and a determined spirit, she is on the assembly line making ammunition in New Jersey, running a lathe in the repair shop at an Indiana post, adding a touch "just for him" to the hymn book from Philadelphia, or sewing a new sleeve into an olive drab shirt at Fort Jackson, South Carolina.

Over 14 per cent or close to 700 of the women employees of the Philadelphia Quartermaster Depot are between 50 and 65 years of age, several dozen being over the latter milestone. Army authorities say they are handling just about every job the 25-year olds are doing - and with equal skill. Their added years give them an edge over the youngster when a chore demands patience with a needle and thread.

There are 17 women over 50 years of age at this same depot embroidering painstakingly the regimental colors and standards that wave impressively through the air as soldiers pass in review. About 28 per cent of the women examiners of clothing and the boxes into which they are packed for shipment are women past the half century mark. Also in this age group are 90 per cent of the forewomen in the depot's factory.

Even in the fiscal division of this huge depot, thumbs up or down on money requests for engineer requirements, maintenance materials, office supplies, laboratory testing equipment and dozens of other articles are swung by women ten years past that time life is said to begin. The real personal touch to

medals for heroes and chaplain's provender for the worshipful around the globe is rendered by women in their sixities, when they pack those things for sending in answer to military requisitions.

Across the continent at Ogden, Utah, some of these over-fifty employees commute 120 miles daily to reach the Army Service Forces depot for their work. Being a senior storekeeper for such an installation requires tact in personnel relations and many of these are women in the upper age brackets. They are checkers, too, keeping tab on all the supplies moving both in and out of the depot. The Motor Vehicle section has special praise for their reliability as drivers of anything from the light sedan to the giant motors. In the Custodial branch, older women are practically taking full care of the clean-up of the buildings throughout the fort area. With hammer and saw in the carpentry shop, they make, pack and crate the wooden boxes for shipping.

Utilization of this type of labor goes forward at camps, and posts as well as at the warehouses and buying units. Camp Jackson, South Carolina, found out some months ago that women over fifty were particularly suited for the handling of soldier clothing to be reclaimed and re-issued.

ALL COMMUNICATIONS SHOULD BE ADDRESSED TO "THE SURGEON"
AND ACCOMPANIED BY A CARBON COPY

Comment
No more necessary
War

POST OFFICE AND TELEGRAPH
ADDRESS:
OGDEN, UTAH

IN REPLY PLEASE REFER TO FILE NO.

WAR DEPARTMENT
OGDEN ARSENAL
STATION DISPENSARY
OGDEN, UTAH
November 30, 1942

FREIGHT AND EXPRESS
ADDRESS:
ARSENAL, UTAH

Nasatir/kd

WOMEN'S BUREAU
1942
DEPARTMENT OF LABOR

Mary Anderson, Director
Women's Bureau
U. S. Department of Labor
Washington, D. C.

Dear Miss Anderson:

I have your letter of November 24, 1942 which was included with the pamphlets which I had requested previously. Please accept my appreciation and thanks for your kindness in this matter.

Very truly yours,

A. Victor Nasatir

A. VICTOR NASATIR
Capt., Med. Corps
Surgeon

War Dept
Defense

November 17, 1942

To: Mr. C. R. Rothouse
Research and Policy Branch
Civilian Personnel Division
War Department

From: Mary Anderson, Director

Re: Leaflet on Employment during Pregnancy

The attached leaflet was prepared by the Women's Bureau as a result of the conference on November 6 on coverage by the U. S. Employees' Compensation Act of accidents of pregnancy to women war workers. The leaflet is intended for distribution to women workers in Government war plants, as a means of notifying them that they may be transferred to work which is not hazardous to pregnancy if they will report their condition to proper authorities in the plant in which they work.

We would be very glad to have your comments on the form and contents of this leaflet. The leaflet is now in tentative form only, and it has also been submitted to the Children's Bureau for comments and suggestions of members of their medical staff who attended the conference.

Information for the Protection of Women War Workers Employed during Pregnancy

* * * *

The War Department
The U.S.Children's Bureau
The U.S.Women's Bureau

You are working in a Government plant whose operation is vital to the successful conduct of the war. Every woman employed in this plant is needed; her services are essential if maximum output is to be obtained.

Medical science has shown that certain types of work which are not hazardous to women under usual conditions may be injurious during pregnancy. Such work includes heavy lifting, continuous standing, and exposure to certain chemicals used in the manufacture of war materials.

If you are pregnant and are employed at a job of the type mentioned, it is not necessary for you to give up work in this plant in order to safeguard your health. There are many types of work here that are not considered injurious to pregnancy. In order that you may be transferred to suitable work, you must make your condition known.

This plant has a Medical Department in charge of a plant doctor and nurse. If you become pregnant, you must report to the Doctor or Nurse and fill out a blank that they will furnish you. The information will be kept confidential and will be used only for the purpose of assigning you to suitable work. It is very important that you report to them as soon as your pregnancy is known, as the transfer cannot be made promptly unless you do so.

Under Federal law, women employed by the Government are entitled to 15 days sick leave with pay each year, and this leave may be used for maternity purposes. Sick leave which is not used may be accumulated up to a total of 90 days. You may also obtain additional maternity leave without pay on request. If you work for the War Department your total leave may amount to as much as one year, and your job will be waiting for you on your return.

No matter what your job, the Government recommends that you take maternity leave at least 6 weeks before confinement and that you do not return to work for at least two months afterward.

November 17, 1942

To: Captain L. S. Howarth
Plant Security Branch
Division of Chief of Ordnance
War Department

From: Mary Anderson, Director

Re: Leaflet on Employment during Pregnancy

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We would be very glad to have your comments on the form and contents of this leaflet. The leaflet is in tentative form, and has also been submitted to the Children's Bureau for the comments and suggestions of members of their medical staff who attended the conference.

War Dept
Defense

November 14, 1942.

Lieutenant Colonel Henry Erwin
Office of the Chief of Ordnance
Pentagon Building, Room 2E 425
Washington, D.C.

Attn: SPOTA

My dear Colonel Erwin:

Thank you, so much, for sending the twelve photographs of women at the Aberdeen Proving Ground. The identifying titles will make the pictures of even greater interest and value.

It was very good of you to keep our request in mind all this time. If there are other photographs taken recently, as you say, we should certainly like to have prints.

Your cooperation and persistence is greatly appreciated.

Sincerely yours,

OG
erb

Mary W. Robinson, director
Division of Public Information

ALL COMMUNICATIONS SHOULD BE ACCOMPANIED BY CARBON COPY AND ADDRESSED TO

TO INSURE PROMPT ATTENTION
IN REPLYING REFER TO

_____ No. _____

ATTENTION OF

SPOTA

WAR DEPARTMENT

OFFICE OF THE CHIEF OF ORDNANCE

WASHINGTON

November 12, 1942

U. S. Department of Labor
Women's Bureau
Washington, D. C.

Attn: Mary V. Robinson, Director, Div. of Public Information

Dear Madam:

In further reference to your letter of some time back stating that the U. S. Women's Bureau desired to obtain photographs showing women at work at Aberdeen Proving Ground, Maryland, there are inclosed herewith twelve photographs that have recently been forwarded to this office from Aberdeen. It is hoped that they may prove of interest.

It is understood that some more pictures have been taken recently and, if desired, an effort will be made to send you some of the more recent pictures.

Sincerely yours,

Henry Erwin

Henry Erwin
Lt. Col., Ord. Dept.
Assistant

12 Incls -
Photographs



War Dept

November 18, 1942

Chief of Engineers, U.S. Army
Washington, D.C.

Attention: Colonel W. E. Lorence

My dear Colonel Lorence:

The Women's Bureau recommends as a standard wartime workweek for women the enclosed "Recommendation on Hours of Work for Maximum Production".

With regard to the question of maximum loads for women to lift, certain studies indicate that for continuous lifting an unpicked group of girls are excessively fatigued if the load is over 25 lbs. For noncontinuous lifting, loads in excess of 35 lbs. are inefficient from the point of view of fatigue. A group of girls picked on the basis of physical examination determining their muscular ability and general health could exceed these limits without injury to themselves.

Our investigation into the problems of maximum loads for women leads us to the following conclusions: (1) Women vary in muscular ability almost as much as do men. (2) The factors involved in lifting and carrying may also vary with every task. Consequently, a scientific legal maximum to the amount women may lift is impossible. It is important that lifting devices and good plant layout remove necessity for unnecessary lifting wherever possible.

Women's Bureau standards for lifting are detailed in our Spec. Bul. No. 2, "Lifting Heavy Weights in Defense Industries", a copy of which is enclosed.

If we can be of further service, please write again.

Sincerely yours,

Enclosures
MTM:ml

Mary Anderson, Director

War Dept
Depot

November 18, 1942

Chief of Engineers, U.S. Army
Washington, D. C.

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Enclosures
MTM:ml

ADDRESS REPLY TO
CHIEF OF ENGINEERS, U. S. ARMY
WASHINGTON, D. C.

WAR DEPARTMENT

OFFICE OF THE CHIEF OF ENGINEERS

WASHINGTON

Research Nov 17

REFER TO FILE No. SPEAP 4201(Women)

October 29, 1942

WOMEN'S BUREAU NOV 3 1942 DEPARTMENT OF LABOR

Director, Women's Bureau,
Department of Labor,
Washington, D. C.

Madam:

An inquiry has been received from the Officer in Charge of the Searchlight Mirror Plant, Mariemont, Ohio, as to whether any Federal data are available concerning the maximum load and hours of work for women employees.

The Searchlight Mirror Plant is Government owned and operated. The plant employs sixteen women as Helpers (Electroplater) and the number will be increased from time to time. The Industrial Commission of the State of Ohio limits the maximum continuous load for women at 25 pounds, and the hours to 44 per week. The plant, however, has been following the general directive for employees of the War Department, and women as well as men have been working 48 hours per week.

Information to enable this office to answer the inquiry will be appreciated.

For the Chief of Engineers:

W. E. Lorence,
Colonel, Corps of Engineers,
Chief, Civilian Personnel Branch,
Administrative Division.

DISPATCHED O.C.E. OCT 31 3 34 PM '42

DISPATCHED O.C.E. OCT 31 6 53 PM '42



ADDRESS REPLY TO
CHIEF OF ENGINEERS, U. S. ARMY
WASHINGTON, D. C.

REFER TO FILE NO. SPEAP 4201(Women)

WAR DEPARTMENT

OFFICE OF THE CHIEF OF ENGINEERS

WASHINGTON

October 29, 1942

Director, Women's Bureau,
Department of Labor,
Washington, D. C.

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W. E. Lorence,
Colonel, Corps of Engineers,
Chief, Civilian Personnel Branch,
Administrative Division.



ADDRESS REPLY TO
CHIEF OF ENGINEERS, U. S. ARMY
WASHINGTON, D. C.

WAR DEPARTMENT
OFFICE OF THE CHIEF OF ENGINEERS
WASHINGTON

REFER TO FILE NO. SPEAP 4201(Women)

October 29, 1942

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For the Chief of Engineers:

W. E. Lorence,
Colonel, Corps of Engineers,
Chief, Civilian Personnel Branch,
Administrative Division.



U.S. DEPARTMENT OF LABOR
WOMEN'S BUREAU
Washington

War Dept

December 2, 1942

Respectfully referred to

Personnel (Civilian)
War Department
Washington, D.C.

letter from:

Mrs. John G. Murnane
223 Wilton Drive
Decatur, Georgia.

relative to employment in Alaska or the Hawaiian Islands.

The writer has been informed of this reference.

Mary Anderson

(1990) Director.

War Dept

WAR DEPARTMENT
ARMY MEDICAL LIBRARY
7TH ST. AND INDEPENDENCE AVE. SW.
WASHINGTON

SPMCL LKF:mew

WOMEN'S BUREAU
NOV 17 1942
DEPARTMENT OF LABOR

November 16, 1942

Women's Bureau
U. S. Labor Department
Washington, D. C.

Gentlemen:

We have noticed with interest the title of the publication given below. A free copy for use in the Library, and for inclusion in the Index Catalogue, will be very much appreciated.

If this cannot be supplied, or is obtainable from you or elsewhere on other terms, will you please note the information on the attached carbon copy and return this to the Library?

Thanking you for your attention to this request, I am

Sincerely yours,

Harold W. Jones

Harold W. Jones per LKF
Col., U. S. Army
The Librarian

U. S. Women's Bureau. Hazards to women employed in war plants on abrasive-wheel jobs. (Its Special Bulletin no. 7.) 1942.

Mettert, Mrs. Margaret Jane (Thompson) 1907- Lifting heavy weights in defense industries; methods for conserving health of women workers. (U. S. Women's Bureau. Special bulletin, no. 2)

SPMCL LKF:mcw

November 16, 1942

Women's Bureau
U. S. Labor Department
Washington, D. C.

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Col., U. S. Army
The Librarian

U. S. Women's Bureau. Hazards to women employed in war plants on abrasive-wheel jobs. (Its Special Bulletin no. 7.) 1942.

Mettert, Mrs. Margaret Jane (Thompson) 190?- Lifting heavy weights in defense industries; methods for conserving health of women workers. (U. S. Women's Bureau. Special bulletin, no. 2)

Sept. 1942

ORDNANCE DISTRICTS

* 1. Boston Ordnance District
Room 1501, 140 Federal St., Boston, Mass.

* 2. Springfield Ordnance District
95 State Street, Springfield, Mass.

* 3. New York Ordnance District
Room 1815, 80 Broadway, New York, New York

* 4. Rochester Ordnance District
1238 Mercantile Bldg., Rochester, N. Y.

* 5. Philadelphia Ordnance District
150 South Broad St., Philadelphia, Pa.

* 6. Wilmington Ordnance Region
1466 Nemours Bldg, Wilmington, Delaware

* 7. Pittsburgh Ordnance District
1202 Chamber of Commerce Bldg., Pittsburgh, Pa.

* 8. Cleveland Ordnance District
1006 Terminal Tower Bldg., Cleveland, Ohio

* 9. Cincinnati Ordnance District
Big Four Bldg., Cincinnati, Ohio

*10. Birmingham Ordnance District
700 Frank Nelson Bldg., Birmingham, Alabama

*11. Detroit Ordnance District
1832 National Bank Bldg., Detroit, Michigan

*12. Chicago Ordnance District
38 S. Dearbon Street, Chicago, Ill.

*13. St. Louis Ordnance District
3663 Lindell Bldg., St. Louis, Missouri

*14. Los Angeles Ordnance Region
409 Chamber of Commerce Bldg., Los Angeles, Calif.

*15. San Francisco Ordnance District
402 Hotel Empire, San Francisco, Calif.

* Now in operation

War Dept

November 27, 1942

Major Gordon V. Carruth
Bureau of Public Relations
Headquarters, Services of Supply
War Department
Washington, District of Columbia

Dear Major Carruth:

We are about to publish our report on the employment of women in the manufacture of cannon and small arms. This report is based on careful study of all occupations in eight plants. Because of wide variations in the use of women, the report will be of special value to firms still employing them to a minor degree. It is also important for other firms in which the same types of tools are operated.

While we believe we have been careful in following the War Department's general policy in setting up material that is to be released, we would appreciate having you look over the report before sending it to print.

Sincerely,

Bertha M. Nienburg,
Assistant Director

BMN:LW

1

Telephoned
gave it to her
personally
War Dept

November 24, 1942

Miss Elizabeth Bourn
Employee Relations Section
War Department
Washington, D. C.

Dear Miss Bourn:

I am enclosing excerpted material from recommendations made for rest and recreation rooms in the Department of Labor Building and from recommendations made by the Metropolitan Life Insurance Company.

Something has been said in these recommendations on the subject of equipment, ventilation and supervision. The specific requirements as to space and location would vary so much with type of building that these could hardly be the subject of general recommendations. Convenience of location in a building the size of the Pentagon would necessitate a number of rooms rather than one large room. Some study of the building and the distribution of women employees should precede a decision on location of the rooms. Equipment need not be elaborate. Furnishings should be pleasant to look at and comfortable. Provision for active indoor games such as ping pong have been found to have a good effect on health and morale of sedentary workers.

We have made no specific studyof recreation rooms for women with a view to fixing standards for such facilities. It can be said, however, that it is common in industry to provide such rooms for their women employees. Facilities provided in industrial establishments vary from very elaborately furnished rooms to very simply furnished small rooms.

It seems customary in office buildings of the Federal Government to have discounted any need for rest and recreation rooms. No doubt a special case can be made for the Pentagon Building on the basis of the distance of the building from downtown Washington, the layout in large bays, rather than smaller office units, and the existence of considerable overtime.

Sincerely yours,

Margaret T. Mettert,
Associate Industrial Economist

Enclosures
MTM:ml

War Dept

November 11, 1942.

File No. SPFDP-Cr-230.6
MC:FB

Major J. M. Parker
Finance Department
War Department,
Washington, D. C.

My dear Major Parker:

I am enclosing a copy of "Estimated Annual Cost of Maintenance and Protection of Health for a Woman Government Worker Living Alone in the District of Columbia", which you requested in your letter of November 10.

Sincerely yours,

Louise Stitt, Director,
Division of Minimum Wage.

WAR DEPARTMENT
SERVICES OF SUPPLY
OFFICE OF CHIEF OF FINANCE
WASHINGTON, D. C.

IN REPLY PLEASE ADDRESS
CHIEF OF FINANCE, SERVICES OF SUPPLY,
WAR DEPARTMENT, WASHINGTON, D. C.

November 10, 1942

WOMEN'S BUREAU
NOV 11 1942
DEPARTMENT OF LABOR

File No. SPFDP-Cr-230.6
MC:FB

Miss Louise Stitt, Director,
Division of Minimum Wage,
U. S. Department of Labor, Women's Bureau,
14th and Constitution Ave., N. W.,
Washington, D. C.

Dear Miss Stitt:

We would appreciate having a copy of "Estimated Annual Cost of Maintenance and Protection of Health for a Woman Government Worker Living Alone in the District of Columbia", dated September 15, 1942. This information will assist our Counselors in planning budgets with women employees.

Very truly yours,

J. M. PARKER,
Major, Finance Department.

OFFICE OF CHIEF OF FINANCE
NOV 10 4 30 PM '42



War Dept

November 4, 1942.

Miss J. G. Alder,
Bureau of Liaison,
Civilian Personnel
Office of the Secretary of War,
Room 854,
Federal Exchange Building,
Washington, D. C.

My dear Miss Alder:

I am enclosing a copy of the estimated budget for a woman government worker living alone in the District of Columbia about which I spoke to you yesterday over the telephone. I hope that this will give you the information which you want.

Sincerely yours,

Louise Stitt, Director,
Division of Minimum Wage.

War Dept

November 4, 1942

Miss Mary Virginia Drayer
Employee Publication Section
Industrial Services Division
Bureau of Public Relations, War Department
Washington, D.C.

My dear Miss Drayer:

We have your letter of October 30th, and apart from our surveys of ammunition plants, which are enclosed, the other material we have in the Women's Bureau that may be of interest to you is our newspaper clipping file, with personal stories of individual women workers. If you or someone on your staff would care to come over to examine these clippings, we shall be glad to put them at your disposal; I am sorry we do not have any compilation of them.

Sincerely yours,

Mary V. Robinson, Director
Division of Public Information.

rfn
ec

WAR DEPARTMENT
BUREAU OF PUBLIC RELATIONS
WASHINGTON

October 30, 1942

WOMEN'S BUREAU
OCT 31 1942
DEPARTMENT OF LABOR

Miss Mary Anderson
Director of Women's Bureau
Department of Labor
Constitution Avenue & 14th Street
Washington, D. C.

Dear Miss Anderson:

I am in the Employee Publication Section, Industrial Services Division, Bureau of Public Relations War Department, here in Washington, which has charge of editing the government employee publication, "Firepower" for ordnance workers in government-owned plants. We are particularly interested in gathering as much material as possible that will be of interest and benefit to women readers of "Firepower".

copies left in Dir of Pub Rel (see 11-7-42)

Could you please send me any material and information that you have in your office on women workers in ordnance plants. I will appreciate your help very much, and if there is any way in which this office can cooperate with you, we shall be very happy to do so.

Sincerely yours,

(Miss) Mary Virginia Drayer

Mary Virginia Drayer
Employee Publication Section
Industrial Services Division
Bureau of Public Relations
War Department

Enclosures
copies of "Firepower"



WAR DEPARTMENT - DEC. 1942

War
Dept.

December 22, 1942

Maj. Gen. James A. Ulio, Adjutant General
Services of Supply
War Department
Washington, D. C.

My dear General Ulio:

We would greatly appreciate receiving a copy of War Department Technical Manual No. TM 1-430 WELDING, April 24, 1942. This manual is desired as background material for the use of our field investigators.

Sincerely yours,

Mary Anderson, Director

IS

Read Dec 30
+ moved to Ziegler, Atlanta,
1/2/43
LHS

Approved: _____
Dist. Thompson 10/29
SR Ltd 10/28
Mailed C. S. Edmunds 10/30/42
Reply _____
Filed _____

L7936
1 Pkg. 10/30/42
Bureau
W 27
(13 R 662.11)

U. S. DEPARTMENT OF LABOR
WOMEN'S BUREAU
WASHINGTON

October 13, 1942

Maj. Gen. James A. Ulio, Adjutant General
Services of Supply
War Department
Washington, D. C.

WOMEN'S BUREAU
NOV 9 1942
DEPARTMENT OF LABOR

My dear General Ulio:

We are very grateful for your prompt attention to our request for certain technical bulletins issued by the War Department. These have been received, with the exception of Technical Manual, TM 10-445, Machinist, Nov. 1941, which we would be very glad to receive if it is available.

We would also greatly appreciate receiving the following three Technical Manuals: 1 copy each:

- TM 9-1225 Ordnance Maintenance
  Browning Machine Gun, 50 Cal. 6-12-42
- TM 9-1235 Ordnance Maintenance
  37-MM Anti-aircraft Gun Material 7-6-42
- TM 9-226 Browning Machine Gun 5-16-42

(10, 13, 42)

These manuals are desired as background material for a study of the employment of women in gun manufacture.

Sincerely yours,

Mary Anderson

Mary Anderson, Director

13 AGO
1:00
OCT 16 1942
Received

SEND WITH SHIPMENT

FROM: Publication Branch, Office of The Adjutant General, S.O.S.

TO:

Reference to the attached requisition:

1. The items checked in red were mailed on 10/30/42 in the amounts indicated. Pending justification of quantities of the items requisitioned which have been reduced, unless the balance is encircled in red, the full amount requested will not be furnished.

2. The items encircled in blue were not furnished. Attention is invited to pencil notations on the requisition.

3. The supply of the items encircled in red is temporarily exhausted. Copies will be furnished without further request as soon as an additional supply is received.

4. The items checked in green have been extracted to the proper agency for direct supply.

5. The items checked in blue have not yet been printed or are under revision. Attention is invited to pencil notations on the requisition. Distribution of authorized number of copies will be made as soon as available without further request.

6. For reference and identification purposes this requisition has been given Publication Requisition No. L-7936. All future correspondence with reference to material furnished on this requisition will show that number.

ALL COMMUNICATIONS SHOULD BE ACCOMPANIED BY CARBON COPY AND ADDRESSED TO War Dept.

WAR DEPARTMENT
DETROIT ORDNANCE DISTRICT
1832 NATIONAL BANK BUILDING
DETROIT, MICHIGAN

IN REPLYING REFER TO
D.O.D. No. 230.145/253

WOMEN'S BUREAU
DEC 28 1942
DEPARTMENT OF LABOR

Foris/kw

December 24, 1942

U. S. Department of Labor
Women's Bureau
Washington

Attention: Mary Anderson, Director

Dear Madam:

Captain J. Z. Foris is the Labor Relations Officer of the Detroit Ordnance District, and he will meet with Mrs. Kathleen Lowrie at her convenience.

This office offers its full cooperation in the matters set forth in your letter of December 12, 1942.

For the District Chief:

Very truly yours,

SENT
DEC 24 1942
D. O. D.
MAIL & RECORD
No. 6

Clayton L. Coulter
Capt., Ordnance Department
Executive Officer

Copy sent Mrs. Lowrie

ALL COMMUNICATIONS SHOULD BE ACCOMPANIED BY CARBON COPY AND ADDRESSED TO War Dept

WAR DEPARTMENT
PHILADELPHIA ORDNANCE DISTRICT
150 SOUTH BROAD STREET
PHILADELPHIA, PA.

IN REPLY REFER TO

PHA No. 325.2
Labor Section

J.F.Bright/atc

December 23, 1942

WOMEN'S BUREAU
DEC 28 1942
DEPARTMENT OF LABOR

Miss Mary Anderson, Director,
U. S. Department of Labor,
Women's Bureau,
Washington, D. C.

Dear Miss Anderson:

Thank you very much for the many booklets you have sent me and for the additional information received in this office from you, concerning, Miss Rebecca Smaltz. We will be glad to keep in touch with Miss Smaltz and I hope to see her within a few days.

Very sincerely yours,

Josephine F. Bright

JOSEPHINE F. BRIGHT
Labor Section

Copy sent to Miss Smaltz.



War

December 22, 1942.

Colonel R. W. Pinger,
Ordnance Department,
War Department,
Nansemond Ordnance Depot,
Portsmouth, Va.

My dear Colonel Pinger:

I am sending you Women's Bureau publication which contains a synopsis of State labor laws that apply to women workers. On the pages marked you will find reference to the laws of Virginia. The full text of the Virginia laws applying to women workers can be secured from the Division of Women and Children, Department of Labor and Industry, Richmond, Virginia.

Sincerely yours,

Mary Anderson, Director.

ADDRESS ALL COMMUNICATIONS TO "THE COMMANDING OFFICER"

IN REPLYING REFER TO FILE

N. O. D. nan 230/497
AND DATE OF THIS LETTER

WAR DEPARTMENT
NANSEMOND ORDNANCE DEPOT
PORTSMOUTH, VIRGINIA

LCP/fj

December 18, 1942

WOMEN'S BUREAU
DEC 21 1942
DEPARTMENT OF LABOR

SUBJECT: Laws Governing Women Employees

TO: Director of Women's Bureau, U. S. Dept., of Labor, Washington, D. C. (Thru: Chief of Ordnance, War Dept., Washington, D. C.- Attention: Civilian Personnel Division)

1. It is requested this depot be furnished copies of all current laws concerning employment of women in the State of Virginia.

R. W. Pinger,
Colonel, Ord. Dept.,
Commanding

NANSEMOND ORDNANCE DEPOT, PORTSMOUTH, VIRGINIA

LCP/fj

December 18, 1942

230/497

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R. W. Pinger,
Colonel, Ord. Dept.,
Commanding

ALL COMMUNICATIONS SHOULD BE ACCOMPANIED BY CARBON COPY AND ADDRESSED TO

Commerce
War Dept

TO INSURE PROMPT ATTENTION
IN REPLYING REFER TO

_____No._____

ATTENTION OF

_____

WAR DEPARTMENT
OFFICE OF THE CHIEF OF ORDNANCE
SAFETY AND SECURITY BRANCH
333 NORTH MICHIGAN AVENUE
CHICAGO, ILL.

December 19, 1942

Myers/ab

WOMEN'S BUREAU
DEC 21 1942
DEPARTMENT OF LABOR

Miss Mary Anderson, Director
Women's Bureau
U.S.Department of Labor
Washington, D. C.

Dear Miss Anderson:

Thank you very kindly for your recent Bulletins and other material which you so kindly sent me recently. I assure you that all this material is of infinite value to me in this rather new field into which women have entered at such a rapid rate.

The problems confronting us are multiplying with rapidity and each day presents new ones with which we have not previously dealt. It is therefore of inestimable assistance for us to have the standards of the Women's Bureau of the United States Department of Labor to guide us in many of these new situations. I hope that you will be good enough to continue sending us all pertinent and related material, and I assure you that it will be used to excellent advantage.

Thank you again.

Sincerely,

Virginia T. Myers

Virginia T. Myers,
Assistant, Women's Activities.

MT



War Dept

WAR DEPARTMENT
HEADQUARTERS, SERVICES OF SUPPLY
WASHINGTON, D. C.

Dear Labor Editor:

Enclosed is a reply postcard which requires no postage. If you would like to continue to receive the War Department news release now being distributed by the War Production Board labor division, just drop the card in the mail. Other special material will be sent to you from time to time.

If you already have returned a similar postcard to the War Production Board, please return the enclosed card just the same. It is part of a periodic verification of our mailing list. Remember, no signature or postage is necessary. Be sure we have given your address correctly.

You also will find enclosed a copy of the War Department policy on release of information. This is mailed to you for your files and guidance, in order to help you to avoid inadvertantly publishing anything which might give aid and comfort to the enemy.

In general, we suggest that you:

1.--Refrain from publishing the regimental or divisional numbers of union members, or their stations if serving overseas.

2.--Refrain from publishing exact production or employment figures of war plants, or the exact location of war plants and divisions.

3.--Refrain from referring to the specific products of individual war plants. (Use only the most general terms such as "munitions", etc.)

4.--Submit doubtful material to the Public Relations Branch, O.C.G., S.O.S., Munitions Building, Washington, D. C.

If there is any special way in which the Army can be of help to you, please note your request on the enclosed reply postcard.

Yours truly,

Joseph E. Allen

JOSEPH E. ALLEN
Captain, A. U. S.

P. S. If you are not sending us your publication regularly, we would appreciate being put on the mailing list. Our address: Public Relations Branch, O. C. G., S. O. S., Munitions Bldg., Washington, D. C.

Regional

ALL COMMUNICATIONS SHOULD BE ACCOMPANIED BY CARBON COPY AND ADDRESSED TO

BURROUGHS:mm

WAR DEPARTMENT

SAN FRANCISCO ORDNANCE DISTRICT

402 HOTEL EMPIRE

LEAVENWORTH AND McALLISTER STREETS

SAN FRANCISCO, CALIFORNIA

IN REPLY REFER TO

SFD No.

Production Service Branch

December 17, 1942.

WOMEN'S BUREAU
DEC 24 1942
DEPARTMENT OF LABOR

Miss Mary Anderson, Director,
Women's Bureau,
Department of Labor,
Washington, D. C.

Dear Miss Anderson:

Miss Margaret Kay Anderson, your representative in Region XII, got in touch with this office, and we have enjoyed meeting her.

Her presence in this Region should be of considerable assistance to the Ordnance Department in helping solve some of its labor supply problems.

Thank you for suggesting that she call on us.

Yours very truly,

Walter Burroughs

WALTER BURROUGHS,
Industrial Relations Section,
Production Service.

FOR VICTORY
BUY UNITED STATES DEFENSE BONDS AND STAMPS

Copy sent MKA.

War Dept
files
Defense

Reed
12/2-3/42

WAR DEPARTMENT
BUREAU OF PUBLIC RELATIONS
WASHINGTON

Dear Mrs. Nyswander:

I should like to have you see "Firepower" -

the magazine I'm now helping edit.

If I could only get out to the field to interview these people, fine, but you know how hampered we are now, and how we have to sit in and try to catch a fleeting glimpse of a world passing by at furious pace.

Many thanks for the hat material and all your interest in us.

Sincerely,

Elsie Johns Frankfurter

(Mrs.) Elsie Johns Frankfurter,
Ass't Editor, "Firepower"



War Dept

December 3, 1942.

Miss Josephine F. Bright
Labor Section, War Department
Philadelphia Ordnance District
150 South Broad Street
Philadelphia, Pennsylvania.

My dear Miss Bright:

Your letters of November 25 and November 27 requested information on training Negro workers for industry. The enclosed material is largely concerned with where Negro women are employed, though training is indicated where the information is known to us.

While the June 1942 digest is not recent, you may find it useful for background.

I trust this information wil be of value to you.

Sincerely yours,

Mary Anderson, Director.

OG
erb

Encl.

Miss Bright called
not received

WAR DEPARTMENT - JAN. 1943

War Dept

WAR DEPARTMENT

HEADQUARTERS, SERVICES OF SUPPLY

WASHINGTON, D. C.

SPGC-C 323.7 Philadelphia QM Depot

January 29, 1943

WOMEN'S BUREAU
JAN
DEPARTMENT

The Director
Women's Bureau
U. S. Department of Labor
Washington, D.C.

Dear Madam:

Your letter of January 25, 1943, relative to complaints from women workers that the 15-minute lunch period at the Philadelphia Quartermaster Depot is inadequate, has been referred to the Quartermaster General for investigation, appropriate action and report of action taken.

I deeply appreciate your bringing this matter to my attention, and you may be assured that it will receive prompt consideration.

Sincerely yours,

James P. Mitchell

JAMES P. MITCHELL
Director
Industrial Personnel Division



SPGC-C 323.7 Philadelphia QM Depot January 29, 1943

The Director
Women's Bureau
U. S. Department of Labor
Washington, D.C.

Dear Madam:

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I deeply appreciate your bringing this matter to my attention, and you may be assured that it will receive prompt consideration.

Sincerely yours,

JAMES P. MITCHELL
Director
Industrial Personnel Division

War Dept

January 25, 1943

Mr. James T. Mitchell
Director, Civilian Personnel Division
Headquarters, Services of Supply
War Department
Washington, D. C.

My dear Mr. Mitchell:

We have had several complaints, from the women workers as well as from the public, in regard to th Philadelphia Quartermaster's Depot only giving 15-minute lunch periods. They feel that 15 minutes is far to short to give the needed relaxation, as well as time to eat their food; that their desire to put in a full eight hours a day is not as important as to get better output in the afternoon, which they cannot give unless they have sufficient time for lunch.

I am enclosing a leaflet that we have issued on this subject.

Sincerely yours,

Mary Anderson, Director

MA:IS

OFFICE FOR EMERGENCY MANAGEMENT

WAR MANPOWER COMMISSION

WASHINGTON, D. C.

Chairman
PAUL V. McNUTT
FEDERAL SECURITY ADMINISTRATOR

February 13, 1943

Mrs. Margaret Mettert
Women's Bureau
Department of Labor
Washington, D.C.

Dear Mrs. Mettert:

The attached inquiry has been forwarded to us from the Office of Civilian Defense, for reply to the paragraph concerning health, hygiene, welfare, industrial clothing, etc., as they affect women in munitions and loading plants.

While all of these conditions enter largely into our Womanpower promotion, we do not have any "continuing service" for distribution.

I am, therefore, forwarding the inquiry to you, as I am sure that your material would be very helpful.

Sincerely yours,

Mary Brewster White

Mary Brewster White
Manager, Women's Campaigns
Information Service

Enclosure



UNITED STATES
OFFICE OF CIVILIAN DEFENSE

Washington, D. C.

Date 1/29/43

To Mary Brewster White
Women's Division
War Manpower Commission

The attached communication

from Mrs. Virginia T. Myers

dated 1/20/43

concerning Women in munitions plants

is referred to you for consideration.

That portion of the communication pertaining to this Office has received attention.

Correspondent has ✓ been advised of this reference.

James M. Landis
Director

File

Myers/rw

WAR DEPARTMENT
f the Chief of Ordnance
y and Security Branch
Enquirer Building
incinnati, Ohio

January 20, 1943

Have answered her long ago JM

rector,
n Defense,

d Security Branch, Office of the Chief of
t, is charged with the responsibility for
the safety and security of some 400
lants throughout the United States.

Women's Activities, I am gravely con-
blems and the solution of same. An army,
s stomach and our industrial army must,
ame method of transportation. Therefore,
with available food supplies, food sub-
lanced menus, weekly menus and their ap-
ng lists for such menus and all related

itally interested in the health, hygiene,
thing, recreational programs, in fact,
to the life or improvement of conditions,
in munitions and loading plants.

Wm. Brewer Mail

good enough to send us, as a continuing
visual or written, which you may have or
to the above mentioned matters.

y much.

Very truly yours,

F. H. Miles, Jr.,
Colonel, Ord. Dept.,
Director of Safety.

By: /s/ Virginia T. Myers
Mrs. Virginia T. Myers,
Assistant, Women's Activities

File

C
O
P
Y

WAR DEPARTMENT
Office of the Chief of Ordnance
Safety and Security Branch
709 Enquirer Building
Cincinnati, Ohio

Myers/rw

January 20, 1943

Have answered her long ago VM

Mr. James M. Landis, Director,
U. S. Office of Civilian Defense,
Dupont Circle Building,
1345 19th Street, N. W.,
Washington, D. C.

Dear Mr. Landis

The Safety and Security Branch, Office of the Chief of Ordnance, War Department, is charged with the responsibility for anything which affects the safety and security of some 400 munitions and loading plants throughout the United States.

As Assistant, Women's Activities, I am gravely concerned with women's problems and the solution of same. An army, they say, travels on its stomach and our industrial army must, of necessity, use the same method of transportation. Therefore, we are deeply concerned with available food supplies, food substitutes, new foods, balanced menus, weekly menus and their approximate cost, marketing lists for such menus and all related matters.

We are also vitally interested in the health, hygiene, welfare, industrial clothing, recreational programs, in fact, anything which pertains to the life or improvement of conditions, etc., of women working in munitions and loading plants.

Would you be good enough to send us, as a continuing service, any material, visual or written, which you may have or be publishing in regard to the above mentioned matters.

Thank you very much.

Very truly yours,

F. H. Miles, Jr.,
Colonel, Ord. Dept.,
Director of Safety.

By: /s/ Virginia T. Myers
Mrs. Virginia T. Myers,
Assistant, Women's Activities

File War Dept

January 22, 1943

Information
War Department
Washington, D.C.

request from: T. O'Connell
Box 210, R #2
Belleville, Mich.

re information on enlistment in

Women's Flying Training

December 22, 1942

Lieut. M. S. Skees, A.C.D.
Acting C of Civ. Pers. Br.
Services of Supply
Headquarters Fifth Service Command
Fort Hayes, Columbus, Ohio.

Reference: SPKEV 230 Miss.

Dear Lieut. Skees:

In compliance with your request of December 15th, we are forwarding your order to the Government Printing Office for execution. However, it will be a week or two before delivery due to holiday mail restrictions and the pressure of work in that Department. We are including also our new leaflet on caps.

Under separate cover we are sending you 50 copies of a speech on Safety and Health of Women War Workers, that may be useful until the bulletins are received.

Sincerely yours,

Mary Anderson, Director

ec

HEADQUARTERS FIFTH SERVICE COMMAND
SERVICES OF SUPPLY
Fort Hayes, Columbus, Ohio

In Reply Refer To:
SPKEV 230 Misc.

December 15, 1942

Subject: Pamphlets.

To: United States Department of Labor, Women's Bureau, Washington, D. C.

1. It is requested that, if possible, 50 copies of the following listed pamphlets be forwarded to this Headquarters as soon as possible, if these can be secured without charge:

#3 "Safety Clothing for Women in Industry"
189-1 "Women's Employment in Aircraft Assembly Plants in 1942"
189-2 "Women's Employment in Artillery Ammunition Plants, 1942"
"Employment of Women in the Manufacture of Small-Arms Ammunition"
"Women's Factory Employment in an Expanding Aircraft Production Program"
"The Employment of and Demand for Women Workers in the Manufacture of Instruments - Aircraft, Optical and Fire-Control and Surgical and Dental"
"Employment of Women in the Manufacture of Artillery Ammunition"
189-1-4
#1 "Effective Industrial Use of Women in the Defense Program"
#4 "Washing and Toilet Facilities for Women in Industry"
#6 "Night Work for Women and Shift Rotation in War Plants"
#5 "Women's Effective War Work requires Time for Meals and Rest"
#2 "Lifting Heavy Weights in Defense Industries"
#7 "Hazards to Women Employed in War Plants on Abrasive-Wheel Jobs"
#9 Cap.

Search made 12/29/42.

2. These pamphlets are being used in connection with the Training and Safety Section under the jurisdiction of the Fifth Service Command. Numerous training schools are being established and the valuable information received in these pamphlets will be beneficial to the Training and Safety Program.

For the Commanding General:

H. S. SKEES,
1st Lt., A.G.D.,
Actg C of Civ Pers Br.

HEADQUARTERS FIFTH SERVICE COMMAND
SERVICES OF SUPPLY
Fort Hayes, Columbus, Ohio

In Reply Refer To:
SPKEV 230 Misc.

December 15, 1942

Subject: Pamphlets.

To: United States Department of Labor, Women's Bureau, Washington, D. C.

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"Employment of Women in the Manufacture of Small-Arms Ammunition"
"Women's Factory Employment in an Expanding Aircraft Production Program"
"The Employment of and Demand for Women Workers in the Manufacture of Instruments - Aircraft, Optical and Fire-Control and Surgical and Dental"
"Employment of Women in the Manufacture of Artillery Ammunition"
"Effective Industrial Use of Women in the Defense Program"
"Washing and Toilet Facilities for Women in Industry"
"Night Work for Women and Shift Rotation in War Plants"
"Women's Effective War Work requires Time for Meals and Rest"
"Lifting Heavy Weights in Defense Industries"
"Hazards to Women Employed in War Plants on Abrasive-Wheel Jobs"

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For the Commanding General:

H. S. SKEES,
1st Lt., A.G.D.,
Actg C of Civ Pers Br.

War Dept

January 23, 1943

Miss Renne B. Kimmich
Asst. Safety Engineer
War Department, Air Corps
Headquarters, Brookley Field
Mobile, Alabama.

My dear Miss Kimmich:

I think the question of whether to order copies of our safety-clothing bulletin for distribution to the women employed at Brookley Field might be decided by asking some of the employees (a representative group) if they would find a study of it helpful. I should think it would be a good thing for most employed women to have. I know that some plants have distributed it widely, and in other cases the personnel department has incorporated our recommendations in the employee bulletin presented to each new worker.

If you have not seen other bulletins we have on standards for women's working conditions, you will be interested in the series. Individual copies of Special Bulletin #2 on lifting heavy weights, have also been distributed, but this is in plants, of course, where some lifting is required of the women workers. A pamphlet on posture will be out soon and will be sent you.

Mrs Turner
ask for
[illegible]

In "Transactions of the National Safety Congress", and the periodical "National Safety News", both published by The National Safety Council, Chicago, will be found much information which will be useful to you. You may want to examine past issues of two other periodicals - "Safety Engineering" (published by McGraw-Hill Book Co., New York City), and "Occupational Hazards" (published by The Industrial Publishing Co., 812 Huron Road, Cleveland, Ohio.)

Sincerely yours,

Mary Anderson, Director

rfn
ec

WAR DEPARTMENT
AIR CORPS
HEADQUARTERS, BROOKLEY FIELD
Mobile, Alabama

3D RBK:s

January 18, 1943

WOMEN'S BUREAU
JAN 20 1943
DEPARTMENT OF LABOR

Miss Mary Anderson
Director of the Women's Bureau
U. S. Department of Labor
Washington, D. C.

Dear Miss Anderson:

Thank you so much for your letter of January 9th concerning selection and procurement of protective garments for the Women of Brookley Field.

Thank you also for the enclosed photographs. They were just what I wanted to see. I made use also of the articles from New York Times and the report on "Safety and Health of Women in Industry".

I have read every pamphlet you have sent me so far and I will appreciate any other reading material you have available, any mention of a text book I can secure to help me in my new work as woman specialist in safety supervision, or Assistant Safety Engineer at Brookley Field.

Do you think it advisable to try to secure a copy of Special Bulletin No. 3 for each woman that works in our organization? I realize that it entails a heavy expense, but the bulletin is so good that it is a shame that we cannot put one in the hands of each and every one of our women employees. Please advise me on this matter so that I might order the bulletins if you deem it feasable.

Again, thank you.

Very sincerely yours,

Renée B. Kimmich

RENÉE B. KIMMICH
Asst. Safety Engineer

Sent Enclosed
1/23/43 Sp. Bul. 1, 2, 4, 5, 7, 9
S + H speech

3D RBK:s

January 18, 1943

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Director of the Women's Bureau
U. S. Department of Labor
Washington, D. C.

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Again, thank you.

Very sincerely yours,

RENÉE B. KIMMICH
Asst. Safety Engineer

War Dept

January 9, 1943

Miss Renee B. Kimmich
Assistant Safety Engineer
War Department, Air Corps
Brooklyn Field
Mobile, Alabama

Dear Miss Kimmich:

I am glad to be of all possible assistance to you in the selection and procurement of garments for the women employees of Brooklyn Field. Our research along this line has been limited largely to consideration of the safety requirements for such garemtns. These have been outlined in Special Bulletin No. 3, which you have.

The experience of various industrial concerns in designing and procuring women's work uniforms will be most useful to you in this connection, I believe. One of these is described in detail in the enclosed mimeographed report, Safety and Health of Women in Industry. See especially pages 4 to 8. Another is described in the enclosed N. Y. Times article.

Another large midwest concern employing women extensively on all types of machines succeeded in procuring satisfactory work garments by specifying standards and asking manufacturers to submit for approval garments that meet the standards. In this case several large mail order houses agreed to handle the uniforms in the retail stores near the factory.

There are advantages in procuring uniforms from manufacturers in the locality. Otherwise the price may be increased by rehandling. Whatever manufacturer is given the contract, it is most important that specifications be made for preshrunk material (not over 1% shrinkage guaranteed), dye fast material, and for all safety and comfort features as determined by requirements of the work. Principal complaints among women who wear work uniforms have been based on flimsiness, excessive shrinkage of material and poor dyes.

I enclose photographs of uniforms adopted by several firms. Will you please return these as soon as possible.

Sincerely yours,

Mary Anderson, Director

Enclosures
MTM:ml

chem
allis Palmers

WAR DEPARTMENT
AIR CORPS
HEADQUARTERS, BROOKLEY FIELD
Mobile, Alabama



3C:RBK:s
December 24, 1942

Mary Anderson, Director
Women's Bureau
U. S. Dept. of Labor
Washington, D. C.

Dear Madam:

This office, following the instructions contained in Sp. Bul. No. 3 of the Women's Bureau, U. S. Dept. of Labor, written by you, is planning safety clothing for the women employees in Brookley Field.

A meeting was held a few days ago with representatives from the shops and warehouses in Brookley Field. Since every one was enthusiastic about designing a uniform garment and wearing it, this office is asking the Women's Bureau for every available information concerning the means of procuring several thousands of one style of garment for the use of our employees.

Yours very truly,

Renée B. Kimmich

RENÉE B. KIMMICH
Asst. Safety Engineer

War Dept

WAR DEPARTMENT
AIR CORPS
HEADQUARTERS, BROOKLEY FIELD
Mobile, Alabama

WOMEN'S BUREAU
DEC 28 1942
DEPARTMENT OF LABOR

3C RBK:s
December 24, 1942

Women's Bureau
U. S. Dept. of Labor
Washington, D. C.

Gentlemen:

This office would greatly appreciate receiving at least one copy (if possible, would like to have 4 of each) of the following pamphlets or booklets, publications of Women's Bureau relating to Women in War Industries:

Monthly Periodical - The Labor Information Bulletin.
Industry Surveys - Aircraft, Bul. 189-1.
Aircraft, Bul. 192-1.
Ordnance - Bul. 189-2.
Machine Tool - Bul. 192-4.
Instrument-Making - Bul. 189-4
Typical Operations on which women are being used in war industries.
Recommended Standards for women's working conditions, safety, and health.
Special Bul. - 1. Effective Industrial Use of Women in Defense Program.
9. Why Are Safety Caps Necessary?
10. Women's War Work Requires Good Posture.
Standards for Lighting War-Production Plants.
Equal Pay - Bul. 196. "Equal Pay" for Women in War Industries.
Labor Laws - Application of State Hour Laws for Women on War Projects.
Exemptions from State Hour Laws for Women and Minors.
Bul. 191. State Minimum-Wage Laws and Orders.
On the Home Front with Minimum Wage.
Recreation and Housing - Bul. 190. Recreation & Housing for Women War Wrks.
Last War - Mimeographed extracts from Bul. 12.
General - Bul. 194. Your Questions as to Women in War Industries.
Speeches, articles - general picture of jobs women do, etc.

Yours very truly,

Renée B. Kimmich

RENÉE B. KIMMICH
Asst. Safety Engineer

3C RBK:s
December 24, 1942

Women's Bureau
U. S. Dept. of Labor
Washington, D. C.

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General - Bul. 194. Your Questions as to Women in War Industries.
Speeches, articles - general picture of jobs women do, etc.

Yours very truly,

RENÉE B. KIMMICH
Asst. Safety Engineer

War

files

December 17, 1942

Mr. Renee B. Kimmich
Acting Safety Engineer
War Department Air Corps
Headquarters, Brookley Field
Mobile, Alabama.

My dear Mr. Kimmich:

Your letter to the Department of Labor, under date of December 12th, has been referred to this Bureau for reply.

We are sending our bulletins on standards recommended by the Women's Bureau for women's working conditions, together with other material relating to safety and health of women workers. Included will be information on the subjects you specifically mention.

Sincerely yours,

Mary Anderson, Director

rfn
ec

Women's Bureau

WAR DEPARTMENT
AIR CORPS
HEADQUARTERS, BROOKLEY FIELD
Mobile, Alabama

3C: RBK
Mobile, Ala.
December 12, 1942

WOMEN'S BUREAU
DEC 15 1942
DEPARTMENT OF LABOR

Department of Labor,
Women's Bureau, Washington, D. C.

Dear Sir:-

Please send me every available information on clothing for women, weight lifting, shoes , etc.. for women who work in industry. Also a list of the bulletins available for same.

Sincerely
Renée B. Kimmich

Renée B.KIMMICH, Acting Safety Engineer.

Miss Turner
List for Sp. Bul. 9 + 10

RECEIVED
DEC 14 1942
DEPT. OF LABOR
DIVISION OF
LABOR STANDARDS

Enclose Sp. Bul. 14 maternity Safety Health speech "
Folder 14 heard from Mrs Lois Mer

Enclosed 12/17/42 @
also Factory Act 1/20/1942 + articles

February 9, 1943.

Miss Renee B. Kimmich,
Assistant Safety Engineer,
War Department - Air Corps,
Brookley Field,
Mobile, Alabama.

My dear Miss Kimmich:

I am interested to know from your letter of February 2 that you are planning to distribute several of our bulletins to the women employees at Brookley Field. I am placing your name on the mailing list to receive notice of our future publications, and if the technical reports referred to in the press releases would be of interest, we can send them on request.

I am very much interested in your position of "Assistant Safety Engineer" and in view of our interest in securing all possible information about women in personnel positions I wonder if you could let us know what your specific duties are and something about your background. We are succeeding in getting rather definite information about women on the actual production line in the many war factories, but the development of women in personnel capacities is slower and we are eager to know all we can about women occupying such positions now.

Sincerely yours,

MA/RN/nb

Mary Anderson, Director.

WAR DEPARTMENT
AIR CORPS
HEADQUARTERS, BROOKLEY FIELD
Mobile, Alabama

3D RBK:s
February 2, 1943

Mary Anderson, Director
U. S. Department of Labor
Women's Bureau
Washington, D. C.

Dear Madam:

I have your letter of January 23, 1943.

We have decided to put your Bulletin No. 3 out for distribution to our women employees as well as Special Bulletin No. 2 to be used by our Warehouse employees.

I will be very grateful to you if you will put me on your distribution for further publications of the Woman's Bureau.

Thank you for your aid.

Sincerely yours,

Renée B. Kimmich

RENÉE B. KIMMICH
Asst. Safety Engineer

✓ card ✓ 350

War Dept

see Vera Wilson 392

January 20, 1943

Mr. J. H. Mason
Employee Relations Branch
War Department
4D920 Pentagon Building
Arlington, Virginia

My dear Mr. Mason:

I am inclosing a copy of a letter from Vera Wilson, 962 Boston Road, Apt. 4C, Bronx, New York, addressed to the Secretary of Labor, in which Miss Wilson complains about not receiving her full wages earned while an employee in the Picatinny Arsenal, Dover, N. J.

I am referring this letter to you for your attention and have so informed Miss Wilson.

Sincerely yours,

Mary Anderson, Director.

Inclosure
MA:LC:MMG

January 13, 1943

Major Willial G. Whyte,
Bureau of Public Relations,
War Department,
Washington, D. C.

My dear Major White,

Your poster, "She's a WOW - Woman Ordnance Worker" has just come to my attention. It is a splendid looking and cleverly conceived poster, but unfortunately it has a very serious flaw in the bandana covering the girl's head.

In the Women's Bureau we are doing everything possible to get women to wear safety caps, particularly when they work near moving machinery. Therefore, we are sorry that your poster shows a girl in an ordnance plant wearing a bandana, since in such plants so many women are engaged in operations on or near machines.

We are constantly working with employers to promote the safety of their women employees by getting them to wear safety work clothing as an essential part of the safety program. We have laid particular emphasis on the question of caps, as you will see from the enclosed leaflet. We prepared this to meet requests for such information, because of the many scalp accidents occurring to women who because wearing no caps, or the wrong kind of headgear like bandanas, have their hair caught in machinery. There is danger that the knots in the bandana may be caught.

We should appreciate your cooperation in this matter.

Sincerely yours,

Mary Anderson, Director.

MVR
11

UNITED STATES (Files)
OFFICE OF CIVILIAN DEFENSE

Washington, D. C.

Date 1/29/43

To Miss Mary Anderson
Chief of the Women's Bureau
Dept. of Labor

The attached communication

from Mrs. Virginia J. Myers

dated 1/20/43

concerning Women in munitions plants

is referred to you for consideration.

That portion of the communication pertaining to this Office has received attention.

Correspondent has ✓ been advised of this reference.

No answer - Mrs. M. already on our mailing list & has received our material. Has been in touch with us. RSM

James M. Landis
Director

War Dept

WAR DEPARTMENT
Office of the Chief of Ordnance
Safety and Security Branch
709 Enquirer Building
Cincinnati, Ohio

COPY

Myers/rw

WOMEN'S BUREAU
JAN 30
DEPARTMENT OF LABOR

January 20, 1943

Mr. James M. Landis, Director,
U. S. Office of Civilian Defense,
Dupont Circle Building,
1345 19th Street, N. W.,
Washington, D. C.

Dear Mr. Landis

The Safety and Security Branch, Office of the Chief of Ordnance, War Department, is charged with the responsibility for anything which affects the safety and security of some 400 munitions and loading plants throughout the United States.

As Assistant, Women's Activities, I am gravely concerned with women's problems and the solution of same. An army, they say, travels on its stomach and our industrial army must, of necessity, use the same method of transportation. Therefore, we are deeply concerned with available food supplies, food substitutes, new foods, balanced menus, weekly menus and their approximate cost, marketing lists for such menus and all related matters.

We are also vitally interested in the health, hygiene, welfare, industrial clothing, recreational programs, in fact, anything which pertains to the life or improvement of conditions, etc., of women working in munitions and loading plants.

Would you be good enough to send us, as a continuing service, any material, visual or written, which you may have or be publishing in regard to the above mentioned matters.

Thank you very much.

Very truly yours,

F. H. Miles, Jr.,
Colonel, Ord. Dept.,
Director of Safety.

By: /s/ Virginia T. Myers
Mrs. Virginia T. Myers,
Assistant, Women's Activities

Gen. File
War Dept.

January 1, 1943

Lieut. Munger
Room 3D-460
Pentagon Building
War Department
Arlington County, Virginia

My dear Lieut: Munger:

Inclosed herewith are seven copies of the reports which you requested over the telephone.

There is also inclosed a list of the names and addresses of our area and regional representatives. Please inform your representatives that they are free to call on these women for assistance in problems relating to the employment of women within respective areas or regions.

Sincerely yours,

Inclosures

Bertha M. Nienburg,
Assistant Director.

Gen File.
War Dept

January 1, 1943

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Room 3D-460
Pentagon Building
War Department
Arlington County, Virginia

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Inclosures

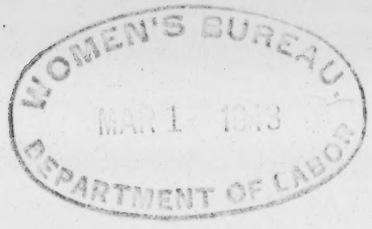
Bertha M. Nienburg,
Assistant Director.

WAR DEPARTMENT - FEB. 1943

Commit War.

HEADQUARTERS
MOBILE AIR DEPOT CONTROL AREA COMMAND
OFFICE OF THE COMMANDING GENERAL

IN REPLY
REFER TO:



BROOKLEY FIELD,
MOBILE, ALA.

February 24, 1943

Miss Mary Anderson, Director,
Women's Bureau,
Washington, D.C.

Dear Miss Anderson:

During the time Miss Martha Ziegler has been in Mobile, Alabama, we have profited by her comments and suggestions concerning the housing of single women employees of Brookley Field. Miss Ziegler has inspected several of the housing projects, including a dormitory group soon to be opened under the administration of the Post Utilities.

Your kindness in asking Miss Ziegler to call upon us is appreciated.

Sincerely yours,

C. T. Carey

C. T. Carey
1st Lt. Air Corps.

CTC/LJK

War Dept

WAR DEPARTMENT
HEADQUARTERS, SERVICES OF SUPPLY
WASHINGTON, D. C.

February 23, 1943

WOMEN'S BUREAU
FEB 24 1943
DEPARTMENT OF LABOR

Miss Mary Anderson
Director, Women's Bureau
U. S. Department of Labor
Washington, D. C.

Dear Miss Anderson:

Further reference is made to your letter of January 25, 1943, relative to complaints from women workers that the 15-minute lunch period at the Philadelphia Quartermaster Depot is inadequate, and the reply of this office thereto dated January 29, 1943.

The Quartermaster General, after causing an investigation to be made, has reported that all employees of the Philadelphia Quartermaster Depot are given a one-half hour lunch period.

Sincerely yours,

James P. Mitchell

JAMES P. MITCHELL
Director
Industrial Personnel Division



February 23, 1943

Miss Mary Anderson
Director, Women's Bureau
U. S. Department of Labor
Washington, D. C.

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Sinerely yours,

JAMES P. MITCHELL
Director
Industrial Personnel Division



~~Miss Newberry~~ ~~Miss Nesmith~~ Files War Dept

WAR DEPARTMENT
OFFICE OF THE SECRETARY OF WAR
CIVILIAN PERSONNEL DIVISION
WASHINGTON, D. C.

WOMEN'S BUREAU
FEB 24 1943
DEPARTMENT OF LABOR

February 23, 1943

Mrs. R. F. Nyswander
Women's Bureau
Department of Labor
Washington, D. C.

Dear Mrs. Nyswander:

Inclosed is a copy of Administrative Memorandum No. W-6, dated January 31, 1943, subject: Employee Relations Policy for War Department Employees. Unfortunately we are unable to obtain enough copies to send you the ten that you requested. Perhaps you can arrange to get the necessary copies for your use.

Very truly yours,

J. H. Mason

J. H. Mason, Chief
Employee Relations Branch

Miss Newberry was given 5.
" " sent the one attached to this letter & Mrs Lowrie. All heads of our regional offices now have a copy.

More in files
W. S.



U. S. DEPARTMENT OF LABOR
WOMEN'S BUREAU

To—		From—	Re Attached Please—
	Anderson.		Approve
	Nienburg.		Comment
	Larrabee.		Note
	Benham.		Note and return
	Dern.		Reply
	Erickson.		Draft of reply
	Hyde.		Signature
	Manning.		Would like to discuss
	Mettert.		File Ext-
	Pidgeon.		Date
	Robinson.		Note: 5512
	Smith, F.		
	Spring.		
	Stitt.		
	Files.		

OPO 16—24460

Christine

Have report from Miss Donnelly

Maj. Geo. L. Webber - C&C.
War Dept Ex 211N
Ext. 2740
Maj. Hill

War Dept.

February 2, 1943.

To- Miss Anderson
From- E.C.

RE- Job classification in Arsenals.

Contacted- W.E. Wentworth, War Department, Services of Supply.

Mr. Wentworth said that his department [redacted] not doing any surveys now but are training people in this work locally to serve on wage boards and to make wage studies. Recommendations are submitted to Army Wage Section and Army reviews rate set-up and determines rate for the job.

No survey has been made in Philadelphia.by Quartermaster.

Nat 4420

War Dep

WAR DEPARTMENT
HEADQUARTERS, SERVICES OF SUPPLY
OFFICE OF THE CHIEF SIGNAL OFFICER
WASHINGTON, D. C.

SPSMP-6

February 4, 1943

File

Mrs. Mary B. Robinson,
Director Public Information,
Women's Bureau,
U. S. Department of Labor.

Dear Mrs. Robinson:

In returning you notes on "Women in Defense Employment" I wish to thank you again for your kindness in allowing the Auxiliary Corps Section, Military Personnel Branch, the use of this material. For the present, work is being discontinued on this particular survey "Negro Womanpower", to be resumed at a later date.

Sincerely yours,

K. E. BeLieu

K. E. BeLieu,
Major, Signal Corps,
Military Personnel Branch.



Miss Reinburg
~~Manning~~
~~Spring~~
Pidgeon
Hooks
Benham
Stitt
Bernard
Robinson
Mylander

WAR DEPARTMENT
MT. RAINIER ORDNANCE DEPOT
Tacoma, Washington ODH:cl

February 1, 1943

Woman's Bureau
United States Department of Labor
Washington, D. C.

Dear Sir:

We are informed through the Civilian Personnel Officer at the Spokane Air Depot, Spokane, Washington, that there are available from your office various bulletins and literature dealing specifically with women in war industries. We would appreciate being placed on the mailing list for such material as might effect the group of women employed here. We would specifically appreciate receiving copies of "Women's Jobs in War Industries", "Women in the Labor for Victory Front", "Standards for Maternity Care", "Employment of Mothers in Industry", and "Effective Industrial Use of Women in Defense Programs".

At the Mt. Rainier Ordnance Depot, there are approximately 1660 employed, of these over 650 are women. Of these women over 300 are engaged in non-clerical capacities. Women are employed at the Mt. Rainier Ordnance Depot in all forms of warehouse work (checkers, tally clerks, locators, parts pickers, shipping clerks) they are being used as mule and fork-lifting machine operators, truck drivers, chauffeurs, and messengers. In the Base Shop they are employed in the following departments: Upholstery, Paint, Tire Repair, Brake and Clutch, Body and Frame, Carburetion and Ignition, Lubrication, and on the Final Assembly Line.

We would be grateful for any infromation which you feel would be of interest to our organization.

Thank you for your cooperation.

Yours very truly,

Mrs. Otis D. Henderson
Senior Employees Counselor

This is extra copy of the letter which WDL has answered

WAR DEPARTMENT - MARCH, 1943

~~Miss Nicholson~~
~~Miss Hourwich~~
Files War Dept

March 20, 1943

Lieut. Colonel Joe S. Underwood
Utah Quartermaster Depot
Ogden, Utah

My dear Col. Underwood,

The Women's Bureau has been making surveys of women employed in war industries since the beginning of the defense program, covering the many types of occupation which they are employed and evaluating the suitability of women for other kinds of work. We have also issued pamphlets on standards recommended by the Women's Bureau for women's working conditions. A list of our war publications is enclosed.

In answer to your specific inquiry as to use of women in warehousing operations, we have nothing in publication form on this subject only. We do know that they are being employed in such work. Our field supervisor, Miss Ethel Erickson, will be in your dept in the immediate future (she is now in Salt Lake City), as Col. Dillon of the Ordnance Department of Zone 7 requested our aid in the more extensive use of women and we assigned Miss Erickson for consultation there. She will be glad to give you the information we have, and I suggest you get in touch with her at the Hotel Utah, Salt Lake City.

Sincerely yours,

Mary Anderson, Director

rfn

copy of his letter sent supply sent answer to 22 DTM

ADDRESS REPLY TO
QUARTERMASTER SUPPLY OFFICER
UTAH QUARTERMASTER DEPOT

FILE NO.:

WAR DEPARTMENT
UTAH QUARTERMASTER DEPOT
QUARTERMASTER SUPPLY OFFICE
OGDEN, UTAH

ADDRESS REPLY
TO OFFICE, NOT
TO INDIVIDUALS



March 13, 1943

The Women's Bureau,
U. S. Department of Labor,
Washington, D. C.

Gentlemen:

This office is informed that data is available from your office as to use of women in the war program.

It would be appreciated if any information available in official publication form could be furnished which would concern use of women in large warehousing operations, with particular relation to jobs suitable, and physical and other pre-requisite standards prior to special job training. Office occupations are not concerned in the above inquiry.

Yours very truly,

Joe S Underwood

Lieut. Colonel Joe S. Underwood

Files
War Dept.

WAR DEPARTMENT

HEADQUARTERS, SERVICES OF SUPPLY

WASHINGTON, D. C.

SPGC-L
337
3/8/43

WOMEN'S BUREAU
MAR 18 1943
DEPARTMENT OF LABOR

March 17, 1943

United States Department of Labor
Miss Mary Anderson, Director
Women's Bureau
Washington, D. C.

Dear Miss Anderson:

Thank you for your letters of March 8th to Colonel O'Gara, Mr. Ohly, Mr. Leland and Major Sufrin of my staff and your letter to me, inviting us to attend the conference of the Labor Commissioners held by the Department of Labor.

As you know, some of the members of my staff were in attendance at all the meetings. These meetings, it is reported to me, were not only informative, but they cemented the relations which the Federal Government has, in the past, maintained with the State Departments of Labor. I am indeed sorry that I was unable to attend any of the meetings.

Sincerely yours,

James P. Mitchell

JAMES P. MITCHELL
Director
Industrial Personnel Division

FOR VICTORY
BUY UNITED STATES WAR BONDS AND STAMPS

War Dept

March 15, 1943.

Miss Jewel Wilson,
Quartermaster Depot,
War Department,
Ogden, Utah.

My dear Miss Wilson:

We have your letter of March 1 regarding material from the Women's Bureau pertaining to women war workers.

We are enclosing what we think would be most useful to you and our list of war publications showing other material that will be available on request.

Miss Ethel Erickson, one of our field supervisors will be visiting your Depot in the near future and if you have any special questions, I am sure she will be glad to give any suggestions she can.

Sincerely yours,

Mary Anderson, Director.

MA/RFH/nb

WAR DEPARTMENT

IN REPLY REFER TO:

HEADQUARTERS UTAH QUARTERMASTER DEPOT JW/lh
OGDEN, UTAH

ADDRESS REPLY TO OFFICE, NOT TO INDIVIDUALS

WOMEN'S BUREAU
MAR 5 1943
DEPARTMENT OF LABOR

March 1, 1943

Read by MSG
3/9

SUBJECT: Procurement of Welfare Material.

TO: Womens' Bureau, Department of Labor,
Washington, D. C.

1. Please send me all available information in regard to pamphlets and other material pertaining to women and girls in War Industries.

2. If this material is not available in your office I would greatly appreciate it if you could refer me to the source where I could obtain this information.

Better show to
E. Anderson who
soon is going to Utah.

Jewel Wilson

JEWEL WILSON
Employee Relations Officer
Civ. Per. Div.

somewhere
all Sp. but MTM speech
S & A speech
Dec 1 IB
card 14
Mess release
replacement

U. S. DEPARTMENT OF LABOR

WOMEN'S BUREAU

To—		From—	Re Attached Please—
	Anderson.		Approve
	Nienburg.	✓	Comment
	Larrabee.		Note
	Benham.		Note and return
	Dern.		Reply
	Erickson.		Draft of reply
	Hyde.		Signature
✓	Manning.		Would like to discuss
	Mettert.		File
	Pidgeon.		
	Robinson.		Date
	Smith, F.		Note:
✓	Spring.		
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GPO 16—24460

IMMEDIATE ACTION War Dept

(W615-29-43)

WAR DEPARTMENT
The Adjutant General's Office
Washington

WOMEN'S BUREAU
MAR 18 1943
DEPARTMENT OF LABOR

MEMORANDUM)
No. W615-29-43)

March 11, 1943.

REVISION OF SPECIFICATION SERIAL NUMBERS--AR 615-26

Pending the printing of Changes No. 2, AR 615-26, September 15, 1942, "Enlisted men--Index and Specifications for Civilian and Military Occupational Specialists, and Occupational Specifications for Non-English Speaking Men, Illiterates, and Men of Limited Mental Capacity," the following additions, revisions, and deletions will be used:

I

LIST OF CIVILIAN SPECIFICATIONS ADDED
SINCE C 1, AR 615-26
(Par. 4)

Occupation	Occupational code No.	Specification serial No.	Page*
Laundry Maintenance Mechanic	5-83.641	104	6
Warehouseman	8-91.021	251	6
Student, High School, Academic	0-X	480	6
Student, High School, Commercial	1-X	481	7
Student, High School, Vocational	4-X	482	7
Student, High School, Agricultural	3-X	483	7
Entomologist	0-39.65	484	7
Farmer	3-16.10	499	8
Laborer		590	8

*Page numbers refer to pages in this memorandum.

24-16435

IMMEDIATE ACTION

II

LIST OF MILITARY SPECIFICATIONS ADDED
SINCE C 1, AR 615-26
(Par. 10)

Occupation	Specification code No.	Page
Camera Repairman	042	9
Laundry Maintenance Mechanic	104	9
Warehouseman	251	10
Automobile Serviceman (Lubricator)	316	10
Technician, Entomology	484	10
Antiaircraft Fire Control Electrician (Automatic Weapons)	633	11
Radio Repairman, Aircraft Equipment	647	12
Radio Repairman, FM Equipment	648	12
Master Gunner (Antiaircraft)	671	13
Control Chief	768	14
Weather Equipment Technician	782	14
Facsimile Operator	893	15
Facsimile Technician	894	15
Radio Inspector	898	15
Director Repairman, Electrical, Heavy Antiaircraft Artillery	899	16
Instrument Landing Equipment Repairman	933	17
Wire Repairman, VHF	950	17
Radio Repairman, VHF	951	18
Radar Repairman, Gunlaying Equipment	952	18
Radar Repairman, Reporting Equipment	953	19
Radar Repairman, Airborne Intercept Equipment	954	19
Radar Repairman, Airborne Search Equipment	955	20

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II (Cont'd.)

Occupation	Specification serial No.	Page
Airplane Carburetor Specialist (DO)	956	21
Airplane Electrical Instrument Specialist (DO)	957	21
Airplane Engine Electrical Accessories Specialist (DO)	958	22
Airplane Mechanical Instrument Specialist (DO)	959	22
Central Station Fire Control Specialist	960	23
Airplane Gyro Instrument Specialist (DO)	961	23
Optical Instrument Specialist (DO)	962	24
Airplane Propeller Blade Straightener	963	25
Airplane Supercharger Specialist (DO)	964	25
Packer, Air	967	26
Mine Detector Operator	968	26

IIa

LIST OF MILITARY OCCUPATIONS
FOR WHICH SPECIFICATIONS HAVE NOT
BEEN WRITTEN*

Occupation	Specification serial No.
Link Celestial Navigation Trainer Mechanic	969
Link Celestial Navigation Trainer Operator	970
Airplane Handler	971
Airplane Propeller Specialist (DO)	972

*These specification code numbers and titles may be used.

III

LIST OF MAJOR CHANGES TO CIVILIAN OCCUPATIONS
SINCE C 1, AR 615-26
(Par. 4)

Occupation	Occupational code No.	Specification serial No.	Page
Camera Repairman	5-83.901	042	28
Osteopath	0-39.960	427	28

IV

LIST OF MAJOR CHANGES TO MILITARY OCCUPATIONS
SINCE C 1, AR 615-26
(Par. 10)

Occupation	Specification serial No.	Page
Antiaircraft Fire Control Electrician (Gun)	634	29
Radio Observer V	884	29
Radio Mechanic I	886	30
Radio Mechanic V	887	30
Radio Mechanic F	888	31
Radio Mechanic B	891	31
Radio Mechanic C	892	32
Mechanic, Engine, Wheel Vehicle	905	32
Mechanic, Chassis, Wheel Vehicle	906	33
Mechanic, Turret	907	33
Mechanic, Chassis, Track Vehicle	908	34
Mechanic, Engine, Track Vehicle (Gasoline)	909	34
Mechanic, Engine, Track Vehicle (Diesel)	910	35

V

CIVILIAN OCCUPATIONS DELETED
SINCE C 1, AR 615-26
(Pars. 4-7)

133 Equipment Maintenance Man, Motion Picture

VI

MILITARY OCCUPATIONS DELETED
SINCE C 1, AR 615-26
(Pars. 10-19)

133 Equipment Maintenance Man, Motion Picture
749 Army Airplane Engine Mechanic (Inspection and Maintenance)
774 Chief Radar Operator, Designated Set
775 Radar Repairman
872 Radar Technician
883 Radio Observer I
885 Radio Observer M
889 Radio Mechanic M

VII

CIVILIAN JOB SPECIFICATIONS ADDED SINCE
AR C 1, 615-26

LAUNDRY MAINTENANCE MECHANIC (5-83.641) 104

Maintains, adjusts, and repairs lighting, heating, and plant-operating equipment.

Oils and greases the moving parts of all laundry equipment.

Inspects and repairs equipment. Packs steam and air valves; installs pipe, laces broken power-transmission belts; replaces defective fuses, contact brushes, and circuit-breaker points; and repairs and replaces defective wooden equipment.

May repair or rewind electric motors and generators. May assist in removing and installing machines and equipment.

Suggested assignment: Quartermaster Corps, Chemical Warfare Service.
Related jobs: Machinist; utility repairman; steam fitter; plumber; shop maintenance mechanic; carpenter; electrician; sheet metal worker; electric motor repairman.

WAREHOUSEMAN (8-91.021) 251

Hand trucks or carries merchandise and material about a warehouse, usually between loading platform and storage bins. Stacks or otherwise stores merchandise or material in bins or on shelves.

May load or unload trucks or railroad freight cars. May move material by use of monorail hoists.

Suggested assignment: Any arm or service.
Related jobs: Laborer; stock clerk.

STUDENT, HIGH SCHOOL, ACADEMIC (0-X) 480

Has successfully completed at least two years of high school study in a course made up of such subjects as history, civics, sociology, languages, English literature, biology, physics, chemistry, algebra, geometry, and trigonometry.

Suggested assignment: Any arm or service.
Related jobs: None.

VII (Cont'd.)

STUDENT, HIGH SCHOOL, COMMERCIAL (1-X) 481

Has successfully completed at least two years of high school study in a course made up of such commercial subjects as typewriting, shorthand, bookkeeping, accounting, business correspondence, and office machine operation.

Suggested assignment: Any arm or service.
Related jobs: None.

STUDENT, HIGH SCHOOL, VOCATIONAL (4-X) 482

Has successfully completed two years of high school study in a course made up of such vocational subjects as machine shop, sheet metal work, woodworking, carpentry, plumbing, printing, electricity, automotive mechanics, airplane engine mechanics, drafting, radio, and radio mechanics.

Suggested assignment: Any arm or service.
Related jobs: None.

STUDENT, HIGH SCHOOL, AGRICULTURAL (3-X) 483

Has successfully completed two years of high school study in a course made up of such subjects as animal husbandry, agronomy, crop specialties, farm mechanics, agricultural chemistry, agricultural physics, and general mathematics.

Suggested assignment: Any arm or service.
Related jobs: None.

ENTOMOLOGIST (0-39.65) 484

Studies insects and their relation to crops and to man. Specializes in a particular insect or group of insects, such as boll weevils or fruit flies, and develops methods of control or eradication by spraying, dusting, quarantine, or other means. Performs laboratory and field work. Prepares and publishes reports. May collect, identify, and classify mosquitoes and other insects for purposes of medical research.

Suggested assignment: Medical Department.
Related jobs: Students or teachers of biology or entomology; entomologists and assistants employed by United States Public Health Service, United States Dopartment of Agriculture, state health departments, or state agriculture agencies.

VII (Cont'd.)

FARMER (3-16.10) 499

Raises or assists in the raising of vegetables, grains, hay, common fruits, livestock, and poultry.

May operate, maintain, and repair farm tractors, thrashing machines, and other powered farm machinery. May make repairs to farm buildings.

Suggested assignment: Any arm or service.
Related jobs: Horse breaker; automobile mechanic; carpenter; stableman; barn boss; forester; student, high school, agricultural.

LABORER 590*

Performs work usually of a physical nature, which does not require previous training or education.

May tend various types of machines in the performance of unskilled tasks in the manufacturing or processing of goods.

May assist in various types of unskilled construction work such as digging ditches, repairing roads, or acting as a helper to semiskilled or skilled workers.

Suggested assignment: Engineers.
Related jobs: None.

*This is the only case in which a civilian occupation has been given a classification code greater than 500.

VIII

MILITARY JOB SPECIFICATIONS ADDED
SINCE C 1, AR 615-26
(Par. 17)

CAMERA REPAIRMAN 042 (255)

Repairs and adjusts all types of cameras and photographic accessories.

Uses precision hand tools to repair, rebuild, adjust, and maintain in service the mechanical parts of cameras. Makes any or all parts of cameras.

Suggested sources:

Group I

042 Camera Repairman
207 Sound Recording Equipment Maintenance Man

Group II

098 Instrument Repairman, Nonelectrical
114 Machinist
241 Tool Maker
338 Instrument Repairman, Electrical
381 Watch or Clock Maker
397 Student, Mechanics

LAUNDRY MAINTENANCE MECHANIC 104

Adjusts, services, and repairs all mechanical equipment required by fixed and mobile laundry installations.

Makes installations and changes of machinery layout, in accordance with plans, sketches, blueprints, and notes. Inspects and repairs all power generating units; power transmission systems; power units; and power operated equipment.

Should have a thorough knowledge of power generating and power operating machinery, including high pressure steam (100 pounds); electric motors (3 phase, 60 cycles, 110 and 220 volt); and gasoline engines.

Should have a thorough knowledge of the nomenclature and functions of all machines and parts of equipment employed by fixed and mobile laundry units. Should also have a thorough knowledge of the nomenclature and use of all tools used for steam fitting, plumbing, electrical work, carpentry, sheetmetal work, and welding.

Should have a thorough knowledge of the hazards incident to the equipment employed and of all operating safety devices.

Suggested sources:

Group I

114 Machinist
121 Utility Repairman
163 Steam Fitter
164 Plumber
341 Shop Maintenance Mechanic

Group II

050 Carpenter, Construction
255 Welder, Electric Arc

LAUNDRY MAINTENANCE MECHANIC 104 (Cont'd.)

078 Electrician
201 Sheet Metal Worker
241 Tool Maker
304 Electric Motor Repairman
506 Portable Power Generator Repairman

WAREHOUSEMAN 251

Assists in the storage of goods in an Army warehouse. Stacks or otherwise stores merchandise or Army materiel in bins, on shelves, or in cold storage lockers.

May load or unload trucks or railroad freight cars. May move material by use of monorail hoists or other mechanical devices.

Suggested sources:

Group I

590 Laborer
352 Driver, Electric Truck

Group II

203 Packing Case Maker
499 Farmer

AUTOMOBILE SERVICEMAN (Lubricator) 316 (220)

Lubricates, by means of grease guns and oil sprays, Army automobiles and trucks. Drains old lubricant from lubricant reservoirs and refills with new. Checks and adds distilled water to battery.

May perform other related duties such as adding water to radiator, repairing flat tires, or refueling automobiles and trucks.

Must have a knowledge of the proper types of lubricant to use on the various points on chassis or motor.

Must know how to use hydrometer and voltmeter to check batteries.

Suggested sources:

Group I

014 Automobile Mechanic

Group II

215 Storage Battery Electrician

TECHNICIAN, ENTOMOLOGY 484 (212)

Collects, identifies, and classifies mosquitoes and other insects for the purpose of medical research.

Should have completed courses as a member of a malaria survey or malaria control unit given by the Medical Department.

VIII (Cont'd.)

TECHNICIAN, ENTOMOLOGY 484 (Cont'd.)

or should have pursued a formal course of instruction in entomological techniques at a technical school.

Suggested sources:

Group I

484 Entomologist

389 Biologist

Group II

858 Medical Laboratory Technician

327 Teacher (biology or entomology)

ANTIAIRCRAFT FIRE CONTROL ELECTRICIAN (AUTOMATIC WEAPONS) 633 ( )

Maintains antiaircraft fire control equipment used with 37-mm and 40-mm automatic weapons, to include directors and data transmission systems. Makes regular inspections to determine the operating conditions of the fire control equipment. Makes all adjustments, repairs, and replacements to the fire control equipment which fall within the scope of the using arm. Inspects and supervises the adjustment and maintenance of other electrical equipment used in an antiaircraft battery.

Must possess a thorough knowledge of the construction and operation of fire control equipment in an antiaircraft artillery automatic weapons battery. Must be particularly skilled in the adjustment of this equipment, and in making all authorized repairs and replacements to it. Must possess a thorough knowledge of the construction and operation of the various fire control instruments.

Suggested sources:

Group I

635 Antiaircraft Searchlight Electrician

917 Director Repairman, Heavy Antiaircraft Artillery

918 Director Repairman, Light Antiaircraft Artillery

919 Control System Repairman, Heavy Antiaircraft Artillery

920 Control System Repairman, Light Antiaircraft Artillery

Group II

012 Electrician, Automotive

078 Electrician

132 Electrician, Motion Picture

181 Signal Mechanic, Railway

304 Electric Motor Repairman

506 Portable Power Generator Repairman

678 Power Turret and Gunsight Specialist

VIII (Cont'd.)

RADIO REPAIRMAN, AIRCRAFT EQUIPMENT 647

Inspects, installs, tests, and repairs radio transmitting and receiving instruments and related equipment in connection with the maintenance of Army communications. Uses various testing meters and devices; isolates defects and either repairs them or replaces defective parts with new ones; resolders loose connections.

Must be familiar with the characteristics of aircraft radio equipment, such as liaison sets, command sets, radio compass and marker beacon. Should be able to perform third and fourth echelon maintenance on this equipment.

Suggested sources:

Group I

174 Radio Repairman
177 Radio Operator
178 Radio Engineer (Technician)

Group II

223 Student, Electrical Engineering

RADIO REPAIRMAN, FM EQUIPMENT 648

Inspects, installs, tests, and repairs radio transmitting and receiving instruments and related equipment in connection with the maintenance of Army communications. Uses various testing meters and devices; isolates defects and either repairs them or replaces defective parts with new ones; resolders loose connections.

Must be trained in the maintenance and repair of frequency modulated radio receivers of specialized types used in the Army.

Suggested sources:

Group I

174 Radio Repairman
177 Radio Operator
178 Radio Engineer (Technician)
649 Radio Repairman, Fixed Station

Group II

223 Student, Electrical Engineering
759 Radio Mechanic CNS

VIII (Cont'd.)

MASTER GUNNER (ANTIAIRCRAFT) 671

Organizes, trains, and supervises the reconnaissance detail. Makes surveys to determine the length and direction of base lines for the observation of preparatory fire and record fire, and spotting and adjustment of fire for effect. Determines coordinates and orienting lines, as may be necessary, for battalion observation posts, battery directing points, and battery flank observing stations for preparatory fire and spotting. Supervises surveys for preparation of topographic maps of small areas. Determines and marks the limits of fires for automatic weapons and machine guns.

Prepares and maintains special maps, charts, overlays, and sketches, and such miscellaneous drafting as may be required.

Assists a record section in the orientation of recording theodolites, development of film, and measurement of deviations.

Plans and supervises minor constructions including drainage systems, grading, and roads.

Should have successfully completed prescribed courses for master gunners, specializing in antiaircraft gunnery.

Should be an engineering graduate, preferably of a civil engineering course, or have completed courses leading to a degree in civil engineering or an equivalent amount of civil engineering experience.

Suggested sources:

Group I

217 Civil Engineer
230 Surveyor, Topographic
578 Chief of Range

Group II

222 Student, Civil Engineering
227 Surveyor

VIII (Cont'd.)

CONTROL CHIEF 768

Supervises and instructs enlisted men in such techniques as aircraft warning, plotting, intercept procedure, and control of aircraft by radio communication as necessary to effect the interception of enemy aircraft.

Directs the maintenance and repair of telephone installations and radio equipment for plotting boards and ground-to-air communication.

Must have executive ability and leadership to coordinate the efforts of enlisted personnel in an operational section.

Suggested sources:

Group I

516 Filter Board Supervisor
517 Plotting Board Supervisor, Aircraft Warning
542 Communication Chief
882 Turret Supervisor, Aircraft Warning

Group II

174 Radio Repairman
231 Switchboard Installer, Manual Telephone and Telegraph
403 Telephone Inspector
637 Aircraft Warning Plotting Board Installer Repairman
646 Telephone and Telegraph Equipment Repairman
704 Telephone Operator, Field
759 Radio Mechanic CNS

WEATHER EQUIPMENT TECHNICIAN 782

Installs and maintains any type of weather equipment including radiosonde ground sets. Must be qualified to install and maintain new equipment containing electronic circuits and perform third and fourth echelon repair on all weather equipment.

Should possess more than average radio and mechanical background, and have successfully completed proper courses of instruction.

Suggested sources:

Group I

784 Weather Observer
779 Weather Cryptographer
790 Weather Observer-Teletypewriter Technician
942 Radiosonde Operator

Group II

306 Geographer
780 Weather Station Chief

VIII (Cont'd.)

FACSIMILE OPERATOR 893

Operates facsimile sending and receiving equipment, both page and tape type, and performs the photographic work required in facsimile transmission and reception.

Should be able to perform the reduction by photographic methods of large originals to sections smaller in size, suitable for facsimile page transmission. Must be capable of routine maintenance, involving simple adjustments, none of which represents a major repair or adjustment.

Suggested sources:

Group I

894 Facsimile Operator
154 Photographic Darkroom Man

Group II

784 Weather Observer
942 Radiosonde Operator
790 Weather Observer-Teletype-writer Technician

FACSIMILE TECHNICIAN 894

Installs, inspects, services, and repairs facsimile equipment. Must have a comprehensive understanding of the operation and construction of sending and receiving facsimile equipment, both for page and tape operation.

Must have a knowledge of photographic darkroom procedure as applied to facsimile operation.

Suggested sources:

Group I

893 Facsimile Operator
154 Photographic Darkroom Man

Group II

784 Weather Observer
942 Radiosonde Operator
790 Weather Observer-Teletype-writer Technician

RADIO INSPECTOR 898

Inspects both ground and airborne radio and radar equipment to determine the power output, quality of emitted wave, radiation efficiency, keying and modulation percentage of transmitting equipment, and checks the selectivity and sensitivity of receiving equipment.

Determines whether or not operating personnel understand and use radio and radar equipment properly.

VIII (Cont'd.)

RADIO INSPECTOR 898 (Cont'd.)

Checks unit personnel records to determine whether trained personnel have been properly assigned. Inspects operating records, mission folders, and security measures to determine completeness and content of operating procedures.

Makes complete reports of findings through military channels to the inspection command.

Suggested sources:

Group I

174 Radio Repairman
649 Radio Repairman, Fixed Station
745 Radio Mechanic, Army Air Forces
756 Radio Operator and Mechanic, Army Air Forces

Group II

755 Radio Operator, Army Air Forces
760 Radio Operator
777 Radio Operator, Fixed Station
872 Radar Technician

DIRECTOR REPAIRMAN, ELECTRICAL, HEAVY ANTIAIRCRAFT ARTILLERY 899

Inspects, lubricates, repairs, and makes necessary periodic replacements to electrical fire control directors used in connection with antiaircraft artillery of 3-inch or larger caliber.

Replaces weak or burned-out electrical components. Repairs or replaces worn or broken parts when necessary. Makes precision adjustments to internal units.

Must have completed a course of instruction in the repair and maintenance of electrical directors at an Ordnance school.

Suggested sources:

Group I

634 Antiaircraft Fire Control Electrician
914 Artillery Mechanic, Heavy

Group II

601 Antiaircraft Gunner
802 Artillery Mechanic, Minor Maintenance

VIII (Cont'd.)

INSTRUMENT LANDING EQUIPMENT REPAIRMAN 933

Constructs, maintains, and repairs antennae array instrument finding equipment, and power supply for same. May operate this equipment in absence of operator.

Must be a graduate of a radio mechanic Technical Training Command school, and have completed an additional course in antennae array construction and maintenance.

Should have a knowledge of automobile mechanics.

Suggested sources:

Group I

174 Radio Repairman
177 Radio Operator
178 Radio Engineer (Technician)
218 Electrical Engineer
649 Radio Repairman, Fixed Station
754 Radio Mechanic, Army Air Forces
759 Radio Mechanic CNS
881 Ground Radio Repair Instructor

WIRE REPAIRMAN, VHF 950

Supervises the installation and maintenance, and makes repairs to, the lines and wire communications equipment associated with control net systems. Inspects, cleans, adjusts, installs, and replaces parts in switchboards, switching, and communication devices used in connection with the wire communication system.

Should have completed a course of instruction in communication equipment associated with VHF control net systems.

Suggested sources:

Group I

089 Frameman, Telephone and Telegraph
115 Automatic Telephone System Maintenance Man
231 Switchboard Installer, Telephone and Telegraph
261 Wire Chief, Telephone and Telegraph
384 Installer, Toll Telephone and Telegraph
403 Telephone Inspector
595 Field Wire Chief
646 Telephone and Telegraph Equipment Repairman
676 Messenger Dispatcher
947 Signal Communication Instructor

Group II

097 Installer-Repairman, Telephone and Telegraph
238 Lineman, Telephone and Telegraph
644 Chief Field Lineman

VIII (Cont'd,)

RADIO REPAIRMAN, VHF 951

Installs, inspects, and repairs transmitting, receiving, direction finding, and communication radio equipment used in VHF control net systems, either fixed, semifixed, or mobile.

Should have completed a course of instruction in radio equipment associated with controlled net systems.

Suggested sources:

Group I

174 Radio Repairman
177 Radio Operator
178 Radio Engineer (Technician)
218 Electrical Engineer
649 Radio Repairman, Fixed Station
754 Radio Mechanic, Army Air Forces
759 Radio Mechanic CNS
881 Ground Radio Repair Instructor

Group II

223 Student, Electrical Engineering
388 Physicist

RADAR REPAIRMAN, GUNLAYING EQUIPMENT 952

Directs the installation, adjustment, and maintenance of gunlaying radar sets.

Performs the more difficult tasks or adjustments and supervises radio repairmen who perform routine installation, preventive maintenance, and repair work. Makes tests and adjustments to locate and correct the cause of faulty operation. Makes tuning adjustments beyond the capabilities of operators and assists them in tuning when necessary. Assumes responsibility for the efficient operating condition of the equipment under his supervision. Initiates action to maintain or replace spares used for repair purposes.

Must be thoroughly familiar with the construction and operation of the radar and capable of instructing and supervising a repair crew.

Should have completed a course in the operation and maintenance of gunlaying equipment.

Suggested sources:

Group I

174 Radio Repairman
177 Radio Operator
218 Electrical Engineer
514 Radar Operator, Designated Set
649 Radio Repairman, Fixed Station
754 Radio Mechanic, Army Air Forces
759 Radio Mechanic CNS
881 Ground Radio Repair Instructor
953 Radio Repairman, Reporting Equipment
954 Radio Repairman, Airborne Intercept Equipment
955 Radio Repairman, Airborne Search Equipment

Group II

223 Student, Electrical Engineering
388 Physicist

RADAR REPAIRMAN, REPORTING EQUIPMENT 953

Directs the installation, adjustment, and maintenance of reporting equipment.

Performs the more difficult tasks or adjustments and supervises radio repairmen who perform routine installation, preventive maintenance, and repair work. Makes tests and adjustments to locate and correct the cause of faulty operation. Makes tuning adjustments beyond the capabilities of operators and assists them in tuning when necessary. Assumes responsibility for the efficient operating condition of the equipment under his supervision. Initiates action to maintain or replace spares used for repair purposes.

Must be thoroughly familiar with the construction and operation of the radar and capable of instructing and supervising a repair crew.

Should have completed a course in the operation and maintenance of reporting equipment.

Suggested sources:

Group I

174 Radio Repairman
177 Radio Operator
178 Radio Engineer (Technician)
218 Electrical Engineer
514 Radar Operator, Designated Set
649 Radio Repairman, Fixed Station
754 Radio Mechanic, Army Air Forces
759 Radio Mechanic CNS
881 Ground Radio Repair Instructor
952 Radio Repairman, Gunlaying Equipment
954 Radio Repairman, Airborne Intercept Equipment
955 Radio Repairman, Airborne Search Equipment

Group II

223 Student, Electrical Engineering
388 Physicist

RADAR REPAIRMAN, AIRBORNE INTERCEPT EQUIPMENT 954

Directs the installation, adjustment, and maintenance of all airborne radar intercept equipment.

Performs the more difficult tasks or adjustments and supervises radio repairmen who perform routine installation, preventive maintenance, and repair work. Makes tests and adjustments to locate and correct the cause of faulty operation. Makes tuning adjustments beyond the capabilities of operators and assists them in tuning when necessary. Assumes responsibility for the efficient operating condition of the equipment under his supervision. Initiates action to maintain or replace spares used for repair purposes.

VIII (Cont'd.)

RADAR REPAIRMAN, AIRBORNE INTERCEPT EQUIPMENT 954 (Cont'd.)

Must be thoroughly familiar with the construction and operation of the radar and capable of instructing and supervising.

Should have completed a course in the operation and maintenance of airborne radar intercept equipment.

Suggested sources:

Group I

174 Radio Repairman
177 Radio Operator
178 Radio Engineer (Technician)
218 Electrical Engineer
514 Radar Operator, Designated Set
649 Radio Repairman, Fixed Station
954 Radio Mechanic, Army Air Forces
759 Radio Mechanic CNS
881 Ground Radio Repair Instructor
952 Radio Repairman, Gunlaying Equipment
953 Radio Repairman, Reporting Equipment
955 Radio Repairman, Airborne Search Equipment

Group II

223 Student, Electrical Engineering
388 Physicist

RADAR REPAIRMAN, AIRBORNE SEARCH EQUIPMENT 955

Directs the installation, adjustment, and maintenance of all airborne radar search equipment.

Performs the more difficult tasks or adjustments and supervises radio repairmen who perform routine installation, preventive maintenance, and repair work. Makes tests and adjustments to locate and correct the cause of faulty operation. Makes tuning adjustments beyond the capabilities of operators and assists them in tuning when necessary. Assumes responsibility for the efficient operating condition for the equipment under his supervision. Initiates action to maintain or replace spares used for repair purposes.

Must be thoroughly familiar with the construction and operation of the radar and capable of instructing and supervising.

Should have completed course in the operation and maintenance of airborne radar search equipment.

Suggested sources:

Group I

174 Radio Repairman
177 Radio Operator
514 Radar Operator, Designated Set
649 Radar Repairman, Fixed Station
754 Army Air Forces Radio Mechanic
759 Radio Mechanic, CNS
881 Ground Radio Repair Instructor
952 Radar Repairman, Gunlaying Equipment
953 Radar Repairman, Reporting Equipment
954 Radar Repairman, Airborne Intercept Equipment

VIII (Cont'd.)

RADAR REPAIRMAN, AIRBORNE SEARCH EQUIPMENT 955 (Cont'd.)

Group II

223 Student, Electrical Engineering
388 Physicist

AIRPLANE CARBURETOR SPECIALIST (DO) 956

Disassembles, inspects, repairs, replaces parts, assembles, and adjusts all float and pressure airplane carburetors.

Disassembles, inspects, adjusts, and reassembles the units such as fuel control, airflow, automatic mixture control, and diaphragm acceleration pumps. Must make flow test and perform third and fourth echelon maintenance of airplane carburetors.

Should have completed specialized carburetor overhaul training in an Army Air Forces school.

Suggested sources:

Group I

414 Carburetor Specialist
747 Army Airplane and Engine Mechanic
749 Army Airplane and Engine Mechanic (Inspection and Maintenance)
762 Army Airplane Engine Mechanic (Depot Overhaul)

Group II

114 Machinist
397 Student, Mechanics
413 Motor Inspector
708 Airplane Engine Overhaul Shop Chief
748 Army Airplane Mechanic-Gunner

AIRPLANE ELECTRICAL INSTRUMENT SPECIALIST (DO) 957

Disassembles, cleans, inspects, repairs, replaces parts, assembles, adjusts, and calibrates gyroscopic instruments and control devices such as voltmeters, ammeters, synchroscopes, thermometers, fuel mixture indicators, ohmmeters, and position indicators. Performs third and fourth echelon overhaul of electrical instruments.

Must have completed specialized electrical instrument overhaul training in an Army Air Forces school.

AIRPLANE ELECTRICAL INSTRUMENT SPECIALIST (DO) 957 (Cont'd.)

Suggested sources:

Group I

114 Machinist
223 Student, Electrical Engineering
381 Watch or Clock Maker
686 Airplane Instrument Specialist
961 Gyro Instrument Overhaul Specialist

Group II

338 Instrument Repairman, Electrical
553 Airplane Electrical Shop Chief
685 Airplane Electrical Specialist

AIRPLANE ENGINE ELECTRICAL ACCESSORIES SPECIALIST (DO) 958

Disassembles, cleans, inspects, replaces parts, reassembles, and tests generators, starters, solenoids, magnetos, manifolds, batteries, spark plugs, and other airplane engine electrical assessories. Performs third and fourth echelon maintenance in connection with overhaul of airplane engine electrical accessories.

Must have completed specialized engine electrical accessories overhaul training at an Army Air Forces school.

Suggested sources:

Group I

338 Instrument Repairman, Electrical
553 Airplane Electrical Shop Chief
685 Airplane Electrical Specialist
686 Airplane Instrument Specialist

Group II

223 Student, Electrical Engineering
381 Watch or Clock Maker

AIRPLANE MECHANICAL INSTRUMENT SPECIALIST (DO) 959

Disassembles, cleans, inspects, repairs, replaces parts, assembles, adjusts, and calibrates electrical instruments and control devices including compasses, altimeters, tachometers, oil pressure gages, fuel pressure gages, capillary thermometers, suction gages, climb indicators, manifold pressure gages, and airspeed indicators. Should be able to perform third and fourth echelon overhaul of mechanical instruments.

Must have completed specialized training in mechanical instrument overhaul at an Army Air Forces school.

Suggested sources:

Group I

098 Instrument Repairman, Nonelectrical
114 Machinist
241 Tool Maker
381 Watch or Clock Maker

VIII (Cont'd.)

AIRPLANE MECHANICAL INSTRUMENT SPECIALIST (DO) 959 (Cont'd.)

Group II

014 Automobile Mechanic
101 Engine Lathe Operator
224 Student, Mechanical Engineering
412 Engine Specialist (Machinist, Automobile)
431 Machinist's Helper
928 Automotive Equipment Mechanic

CENTRAL STATION FIRE CONTROL SPECIALIST 960

Changes main assemblies, resistors, condensers, tubes, leads, relays, and contactors in central station fire control systems. Changes brushes and bearings on such electrical rotating machinery as dynamotors, selsyns, amplidynes, and shunt motors. Harmonizes sights and guns in both computing and noncomputing systems.

Installs electrical wiring and electrical equipment pertaining to central station fire control. Adjusts protective circuits and trouble shoots on firing control and transfer circuits. Adjusts .50 caliber machine guns for headspace, timing, and oil buffer setting. Ascertains and corrects electrical and mechanical faults of turrets.

Adjusts reflecting type sights for proper collination. Cleans, repairs, and changes desiccant in periscopic sights. Performs other third and fourth echelon maintenance of central station fire control equipment.

Should have completed specialized training in central station fire control at Army Air Forces schools.

Suggested sources:

Group I

012 Electrician, Automotive
078 Electrician
304 Electric Motor Repairman
338 Instrument Repairman, Electrical
645 Fire Control Instrument Operator

Group II

223 Student, Electrical Engineer
224 Student, Mechanical Engineer
678 Power Turret and Gunsight Specialist

AIRPLANE GYRO INSTRUMENT SPECIALIST (DO) 961

Disassembles, cleans, inspects, repairs, replaces parts, assembles,

VIII (Cont'd.)

AIRPLANE GYRO INSTRUMENT SPECIALIST (DO) (961) (Cont'd.)

adjusts, and calibrates gyroscopic instruments and control devices such as driftmeters, bank and turn indicators, directional gyro indicators, gyro horizons, and automatic pilot gyroscopic assemblies.

Performs third and fourth echelon repairs of gyro instruments, which involve opening sealed instrument cases. Tests instrument operations with field test sets.

Must have completed specialized gyro instrument overhaul training in an Army Air Forces school.

Suggested sources:

Group I

098 Instrument Repairman, Non-electrical
114 Machinist
241 Tool Maker
381 Watch or Clock Maker
686 Airplane Instrument Specialist
957 Airplane Electrical Instrument Overhaul Specialist

Group II

006 Airplane Engine Mechanic
008 Airplane and Engine Mechanic
337 Foreman, Auto Repair Shop
397 Student, Mechanics
404 Airplane Engine Service Mechanic
911 Airplane Armorer

OPTICAL INSTRUMENT SPECIALIST (DO) 962

Disassembles, cleans, inspects, repairs, replaces parts, assembles, adjusts, and calibrates optical instruments including driftmeters, octants, sextants, and poloris. May perform third and fourth echelon repair of optical instruments.

Must have completed specialized optical instrument overhaul training in an Army Air Forces school.

Suggested sources:

Group I

114 Machinist
241 Tool Maker
381 Watch or Clock Maker
957 Airplane Electrical Instrument Overhaul Specialist
959 Airplane Mechanical Instrument Overhaul Specialist

VIII (Cont'd.)

OPTICAL INSTRUMENT SPECIALIST (DO) 962 (Cont'd.)

Group II

014 Automobile Mechanic
397 Student, Mechanics
412 Engine Specialist (Machinist, Automobile)
431 Machinist's Helper
452 Student, High School, Vocational
928 Automotive Equipment Mechanic

AIRPLANE PROPELLER BLADE STRAIGHTENER 963

Straightens bent or damaged hollow steel or alloy propeller blades. Determines flaws in propeller blades and parts by magnafluxing. Anneals, hardens, finishes, buffs, balances, and makes final inspection of propeller blades. May chrome plate propellers as required.

Should have completed specialized training in propeller blade straightening at Army Air Forces schools.

Suggested sources:

Group I

556 Airplane Machine Shop Chief
687 Airplane Propeller Specialist
758 Airplane Propeller Shop Chief

Group II

114 Machinist
241 Tool Maker
513 Airplane Inspector
555 Airplane Sheet Metal Worker
750 Airplane Crew Chief

AIRPLANE SUPERCHARGER SPECIALIST (DO) 964

Disassembles, cleans, inspects, replaces parts, and reassembles superchargers. Balances ducat wheels, impellers, and shafts, also replaces broken stubs and bores bushings on blower sections.

Assembles rear section accessory drive shafts and gears. Installs drive shafts, gears, and oil pumps into housings and supercharger assembles into rear sections. Performs other third and fourth echelon overhauls of supercharger and blowers.

Should have completed specialized training in supercharger overhaul at Army Air Forces schools.

VIII (Cont'd.)

AIRPLANE SUPERCHARGER SPECIALIST (DO) 964 (Cont'd.)

Suggested sources:

Group I

042 Camera Repairman
098 Instrument Repairman, Nonelectrical
114 Machinist
342 Master Mechanic
381 Watch or Clock Maker
708 Airplane Engine Overhaul Shop Chief
762 Army Airplane Engine Mechanic (Depot Overhaul)

Group II

341 Shop Maintenance Mechanic
412 Engine Specialist (Machinist, Automobile)
528 Airplane Hydraulic Specialist

PACKER, AIR 967

Makes up ammunition or other cargo into packs and loads it in gliders and airplanes. Packs the cargo in compact bundles for loading and unloading, and for dropping by parachute. Must be able to instruct in such work, and supervise packing, loading, and unloading.

Must have a good knowledge of the capacities of all types of air carriers.

Suggested sources:

Group I

195 Shipping Clerk
821 Supply Noncommissioned Officer
835 Supply Clerk

Group II

139 Packer, High Explosives

MINE DETECTOR OPERATOR 968

Assembles and operates a mine detector to obtain the location of enemy planted antitank mines.

Should have good hearing in order to discriminate between various pitches emmitted by the apparatus as it approaches and goes over enemy planted mines.

VIII (Cont'd.)

MINE DETECTOR OPERATOR 968 (Cont'd.)

Suggested sources:

Anyone who has taken music lessons or who under stands elementary principles of electricity, or a radio amateur who is familiar with the use of crystals used in radio sets.

Group I

021 Musician, Instrumental
177 Radio Operator

IX

MAJOR CHANGES IN CIVILIAN SPECIFICATIONS
SINCE C 1, AR 615-26
(Par. 7)

CAMERA REPAIRMAN (5-83.901) 042

Job specification changed to read:

Repairs and adjusts all types of cameras and photographic accessories, such as lenses, distance meters, shutters, and enlarging equipment.

Uses precision hand tools to repair, rebuild, adjust, and maintain in service the mechanical parts of cameras. Makes any or all parts of cameras.

Should have had experience in a camera manufacturing concern, or as an independent camera repairman.

Suggested assignment: Signal Corps, Army Air Forces.
Related jobs: Instrument repairman, nonelectrical; watch or clock maker; machinist; sound recording equipment maintenance man.

OSTEOPATH (0-39.960) 427
(Doctor of Osteopathy)

Job specification changed to read:

Diagnoses, prescribes for, and treats diseases, disorders, and conditions of the human body, in accordance with the scope of regulatory laws in all the states. Majors in manipulative procedures for the detection and correction of disorders and affections of the bones, muscles, nerves, blood vessels, and other tissues of the body structure. Employs auxiliary medical appliances, devices, and other aids to diagnose, and to support, immobilize, or otherwise adjust bodily impairments and, as legally qualified, in varying degree in most states, practices obstetrics, surgery, internal medicine, or other branches (specialties) of medical science.

Suggested assignment: Medical Department.
Related jobs: None.

X

MAJOR CHANGES IN MILITARY SPECIFICATIONS
SINCE C 1, AR 615-26
(Par. 17)

ANTIAIRCRAFT FIRE CONTROL ELECTRICIAN 634 (130)

Title changed to read:

ANTIAIRCRAFT FIRE CONTROL ELECTRICIAN (GUN) 634 ( )

Job specification changed to read:

Maintains antiaircraft fire control equipment used with 90-mm and 4.7-inch guns, to include directors, data transmission systems, and height finder. Makes regular inspections to determine the operating condition of the fire control equipment. Makes all adjustments, repairs, and replacements to the fire control equipment which fall within the scope of the using arm. Inspects and supervises the adjustment and maintenance of other electrical equipment used in an antiaircraft battery.

Must possess a thorough knowledge of the construction and operation of fire control equipment in an antiaircraft artillery gun battery. Must be particularly skilled in the adjustment of this equipment and in making all authorized repairs and replacements to it.

Suggested sources:

Group I

635 Antiaircraft Searchlight Electrician
917 Director Repairman, Heavy Antiaircraft Artillery
918 Director Repairman, Light Antiaircraft Artillery
919 Control System Repairman, Heavy Antiaircraft Artillery
920 Control System Repairman, Light Antiaircraft Artillery

Group II

012 Electrician, Automotive
078 Electrician
132 Electrician, Motion Picture
181 Signal Mechanic, Railway
304 Electric Motor Repairman
506 Portable Power Generator Repairman
678 Power Turret and Gunsight Specialist

RADIO OBSERVER V 884 (300)

Operates equipment such as the SCR-517, SCR-521, and SCR-717 sets. These operators are usually trained also as Radio Observer (M), and perform similar functions using such equipments as the RC-132 set. Must be physically qualified for combat flight duty, nonpilot. Must have completed technical training courses for Army aircraft radio operators and for Radio Observer (V).

X (Cont'd.)

RADIO OBSERVER V 884 (Cont'd.)

Suggested sources:

Group I

177 Radio Operator
755 AAF Radio Operator

Group II

223 Student, Electrical Engineering

RADIO MECHANIC I 886 (300)

Tests, repairs (second echelon only), adjusts, and maintains radio equipment such as the SCR-520, SCR-540, and SCR-720 sets. May also perform the duties of Radio Mechanic (F) on such sets as the SCR-535, SCR-595, and SCR-695 sets. Must have completed technical training courses for Army aircraft radio mechanics and for Radio Mechanic (I).

Suggested sources:

Group I

174 Radio Repairman
754 AAF Radio Mechanic

Group II

223 Student, Electrical Engineering

RADIO MECHANIC V 887 (300)

Tests, repairs (second echelon only), adjusts, and maintains radio equipment such as the SCR-517, SCR-521, and the SCR-717 sets. These mechanics are trained also as Radio Mechanics (M) and perform aimilar functions as such equipments as the RC-132 sets. May also perform similar functions on radio sets such as SCR-518.

Must have completed technical training courses for Army aircraft radio mechanics and for Radio Mechanic (V).

Suggested sources:

Group I

174 Radio Repairman
754 AAF Radio Mechanic

Group II

223 Student, Electrical Engineering

X (Cont'd.)

RADIO MECHANIC F 888 (300)

Tests, repairs (first and second echelon only), adjusts, and maintains radio equipment such as the SCR-535, SCR-595, and SCR-695 sets. Must have completed technical training courses for Army aircraft radio mechanics and for Radio Mechanic (F).

Suggested sources:

Group I

174 Radio Repairman
754 AAF Radio Mechanic

Group II

223 Student, Electrical Engineering

RADIO MECHANIC (B-) 891 (300)

Tests, adjusts, repairs (first and second echelon only), and maintains radio homing beacons such as the (1) Navy Type YH, (2) SCR-620, (3) SCR-621, and (4) SCR-640. These specialists will have had previous training in other radio equipment as follows:

Training in type	plus	Previous training in
Navy Type YH		SCR-535 and 595
SCR 620		(To be added later)
SCR 621		SCR-521
SCR 640		(To be added later)

Note.--In reporting this specialist, the designation for the radio set on which he is trained should be included in the parentheses immediately after the "B."

Example: Radio Mechanic (B-YH)
Radio Mechanic (B-621)

Suggested sources:

Group I

887 Radio Mechanic V
888 Radio Mechanic F

Group II

174 Radio Repairman
754 AAF Radio Mechanic
223 Student, Electrical Engineering

X (Cont'd.)

RADIO MECHANIC C 892 ( )

Supervises and/or tests, adjusts, repairs (first and second echelon only), operates, and maintains radio equipment such as the SCR-587 or SCR 596-T1. Must have completed technical training courses for radio mechanics.

Suggested sources:

Group I

754 Radio Mechanic, Army Air Forces

Group II

223 Student, Electrical Engineering

ENGINE MECHANIC, WHEELED VEHICLE AND HALF-TRACK 905 (220)

Title changed to read:

MECHANIC, ENGINE, WHEEL VEHICLE 905 ( )

Job specification changed to read:

Performs unit replacement, field repairs and adjustments, trouble diagnosis, and complete unit rebuilding of the chassis and power train components of all types of wheel and half-track vehicles.

Suggested sources:

Group I

014 Automobile Mechanic
319 Tractor Mechanic
337 Foreman, Auto Repair Shop
661 Tank Engine Mechanic, Minor Maintenance
909 Mechanic, Engine, Track Vehicle (Gasoline)
910 Mechanic, Engine, Track Vehicle (Diesel)
928 Automotive Equipment Mechanic

Group II

012 Electrician, Automotive
013 Diesel Mechanic
506 Portable Power Generator Repairman
926 Mechanic, Fuel Induction

X (Cont'd.)

MECHANIC, AUTOMOTIVE CHASSIS 906 (220)

Title changed to read:

MECHANIC, CHASSIS, WHEEL VEHICLE 906 ( )

Job specification changed to read:

Performs unit replacement, field repairs and adjustments, trouble diagnosis, and complete unit rebuilding of the chassis and power train components of all types of wheel and half-track vehicles.

Suggested sources:

Group I

014 Automobile Mechanic
040 Automobile Body Repairman
319 Tractor Mechanic
337 Foreman, Auto Repair Shop
660 Tank Mechanic, Minor Maintenance
907 Mechanic, Turret
908 Mechanic, Chassis, Track Vehicle
928 Automotive Equipment Mechanic

Group II

024 Blacksmith
172 Automobile Radiator Man
201 Sheet Metal Worker
257 Welder, Acetylene

MECHANIC, AUTOMOTIVE AUXILIARIES 907 (390)

Title changed to read:

MECHANIC, TURRET 907 ( )

Job specification changed to read:

Performs unit replacement, field repairs and adjustments, trouble diagnosis, and complete unit rebuilding of traversing mechanisms, auxiliary power plants, and gun mounts found in the turrets of tanks and other combat vehicles. Performs unit replacement, field repairs and adjustments, and trouble diagnosis, only, on stabilizers.

Suggested sources:

Group I

014 Automobile Mechanic
319 Tractor Mechanic
660 Tank Mechanic, Minor Maintenance
908 Mechanic, Chassis, Track Vehicle
928 Automotive Equipment Mechanic

Group II

012 Electrician, Automotive
337 Foreman, Auto Repair Shop
412 Engine Specialist (Machinist, Automobile)
414 Carburetor Specialist

X (Cont'd.)

TANK MECHANIC, SUSPENSION AND POWER TRAIN 908 (390)

Title changed to read:

MECHANIC, CHASSIS, TRACK VEHICLE 908 ( )

Job specification changed to read:

Performs unit replacement, field repairs and adjustments, trouble diagnosis, and complete rebuilding of the units of the power train and suspension system of all full track-laying vehicles other than tractors and artillery prime movers.

Suggested sources:

Group I

014 Automobile Mechanic
086 Foreman, Machine Shop
319 Tractor Mechanic
337 Foreman, Auto Repair Shop
660 Tank Mechanic, Minor Maintenance
907 Mechanic, Turret
928 Automotive Equipment Mechanic

Group II

024 Blacksmith
114 Machinist

MECHANIC, AUTOMOTIVE ENGINE 909 (390)

Title changed to read:

MECHANIC, ENGINE, TRACK VEHICLE (GASOLINE) 909 ( )

Job specification changed to read:

Performs unit replacement, field repairs and adjustments, trouble diagnosis, and complete rebuilding of gasoline engines in all full track-laying vehicles other than tractors and artillery prime movers.

Suggested sources:

Group I

014 Automobile Mechanic
319 Tractor Mechanic
337 Foreman, Auto Repair Shop
661 Tank Engine Mechanic, Minor Maintenance
905 Mechanic, Engine, Wheel Vehicle
928 Automotive Equipment Mechanic

Group II

008 Airplane and Engine Mechanic
012 Electrician, Automotive
412 Engine Specialist (Machinist, Automobile)
413 Motor Inspector
414 Carburetor Specialist
506 Portable Power Generator Repairman
910 Mechanic, Engine, Track Vehicle (Diesel)
926 Mechanic, Fuel Induction

X (Cont'd.)

TANK ENGINE MECHANIC, DIESEL 910 (390)

Title changed to read:

MECHANIC, ENGINE, TRACK VEHICLE (DIESEL) 910 ( )

Job specification changed to read:

Performs unit replacement, field repairs and adjustments, trouble diagnosis, and complete rebuilding of diesel engines in all full track-laying vehicles other than tractors and artillery prime movers.

Suggested sources:

Group I

013 Diesel Mechanic
014 Automobile Mechanic
337 Foreman, Auto Repair Shop
661 Tank Engine Mechanic, Minor Maintenance
905 Mechanic, Engine, Wheel Vehicle
909 Mechanic, Engine, Track Vehicle (Gasoline)
928 Automotive Equipment Mechanic

Group II

012 Electrician, Automotive
413 Motor Inspection
414 Carburetor Specialist

TANK AND AUTOMOTIVE ELECTRICIAN 912 (130)

Title changed to read:

ELECTRICIAN, TRACK AND WHEEL VEHICLE 912 ( )

Job specification changed to read:

Performs complete trouble diagnosis and complete rebuilding of units of electrical systems of all types of tanks and combat and general purpose vehicles.

Suggested sources:

Group I

012 Electrician, Automotive
014 Automobile Mechanic
337 Foreman, Auto Repair Shop

Group II

413 Motor Inspector
506 Portable Power Generator Repairman
905 Mechanic, Engine, Wheel Vehicle
928 Automotive Equipment Mechanic

X (Cont'd.)

MECHANIC, FUEL INDUCTION 926 (220)

Job specification changed to read:

Performs complete trouble diagnosis on fuel systems, complete rebuilding of units such as carburetors, injectors, blowers, and superchargers found on all types of combat and general purpose vehicles.

Suggested sources:

Group I

013 Diesel Mechanic
014 Automobile Mechanic
319 Tractor Mechanic
414 Carburetor Specialist
661 Tank Engine Mechanic, Minor Maintenance
684 Airplane Power Plant Specialist
905 Mechanic, Engine, Wheel Vehicle
909 Mechanic, Engine, Track Vehicle, (Gasoline)
910 Mechanic, Engine, Track Vehicle (Diesel)

Group II

008 Airplane and Engine Mechanic
138 Motorcycle Mechanic
337 Foreman, Auto Repair Shop
404 Airplane Engine Service Mechanic

(AG 201.6 (3-6-43)OC-A-MP-FH)

By order of the Secretary of War:

J. A. ULIO,
Major General,
The Adjutant General.

*DISTRIBUTION:
E.

*Commanding generals of service commands will not reproduce this memorandum, as distribution has been made direct to using agencies.

War 8dft

March 3, 1943.

War Department,
Washington, D. C.

A letter from

MissRuth Apprich
73 Edgewood Ave.,
New Haven, Ct.

Re: Information about the opportunities for entertaining army camps, war workers, etc., both here and abroad.

March 3, 1943.

Miss Ruth Apprich,
73 Edgewood Avenue,
New Haven, Ct.

My dear Miss Apprich:

We have your letter of February 22 and we are referring it on to the War Department, as the information you requested is not available in this bureau.

Sincerely yours,

Mary Anderson, Director.

MA/RFN/nb

March 30, 1943

Captain Thomas J. Sullivan, Sr.
Army Air Forces
Assistant District Labor Relations Officer
War Department
8505 W. Warren Avenue
Detroit, Michigan

My dear Captain Sullivan:

We appreciate very much your interest in receiving copies of the proceedings of the Conference on the Employment of Women in War Industries. We are preparing this material for the mimeographer now. I assure you that you will receive a copy as soon as it is ready.

In this letter I am inclosing a copy of your remarks, made on March 11. If you care to edit these, or make any changes whatever in them for the published report, we will be very glad to have you do so. We will incorporate your remarks in the proceedings as soon as they are returned to us.

I was pleased to learn from your letter of March 29 that arrangements have been made for closer cooperation between your office and ours through our regional representative, Mrs. Kathleen Lowrie. I hope, together, that we can work toward the greater utilization of women under conditions which we both know will result in the greatest production.

Sincerely yours,

Inclosure
MA:LS:MMC

Mary Anderson, Director.

MCAAF 320

ADDRESS REPLY TO
CENTRAL DISTRICT SUPERVISOR
ATTENTION:

WAR DEPARTMENT
ARMY AIR FORCES
MATERIEL CENTER
OFFICE OF THE DISTRICT SUPERVISOR
CENTRAL PROCUREMENT DISTRICT
8505 W. WARREN AVE.,
DETROIT, MICHIGAN

Still

TJS:ebs

March 26, 1943.

WOMEN'S BUREAU
MAR 29 1943
DEPARTMENT OF LABOR

U. S. Department of Labor
Women's Bureau
Washington, D. C.

Attention: Mary Anderson, Director

Dear Madam:

Receipt is acknowledged of the mimeographed resume of the conference on Employment of Women in Wartime, called by the Secretary of Labor and held at Washington, D. C. on March 11th and 12th, 1943.

It is requested that a copy of the minutes of the conference, when ready for distribution, be sent to me for information and study.

You are advised that your Regional Representative for Michigan, Kathleen Lowrie, has contacted this office and arranged for closer cooperation in the furtherance of your plan to encourage to a greater degree, employment of women in the Aircraft industry. We have agreed on a plan of mutual cooperation in the extension of the program.

Very truly yours,

Thos. J. Sullivan, Sr.

THOMAS J. SULLIVAN, Sr.
Captain, Air Corps
Asst. District Labor Relations Officer

TJS:ebs

March 26, 1943.

U. S. Department of Labor
Women's Bureau
Washington, D. C.

Attention: Mary Anderson, Director

Dear Madam:

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Very truly yours,

THOMAS J. SULLIVAN, Sr.
Captain, Air Corps
Asst. District Labor Relations Officer

War Dept.

March 22, 1943

Major H. E. Jenkins,
Civilian Personnel Army Air Forces,
Room 1609
Gravelly Point,
Washington, D. C.

WSN phoned him about this situation

A copy of a letter from

Mrs. Ruth Parton,
La Monte, Mo.
#2

who is an experienced power machine operator, but has been refused employment by the Sedalia Air Base located at Knobroster, Mo, because her husband is employed by this plant.

Answer from War Dept Apr 10, 1943 attached to letter to Ruth Parton 3-7284

Hold

Files

War Dept.

March 31, 1943.

To: Training Branch,
Civilian Personnel
Office of Secretary of War.

From: Mary Anderson, Director
Women's Bureau

It will be appreciated if 15 copies of "You're Going to Employ Women" can be sent the Women's Bureau as soon as it is off the press. These copies will be distributed to our regional offices for the benefit of our field staff.

War Dept.

March 27, 1943

Commanding General
Headquarters
Fourth Service Command
Atlanta, Georgia

373

Dear General:

I am inclosing a copy of a letter from Miss Edna Willis, 503 N. Main Street, Moultrie, Georgia, concerning the salary which she receives at the Post Cafeteria, Spence Field, Moultrie, Georgia.

Sincerely yours,

Mary Anderson, Director.

Inclosure
MA:LS:MMC

DZ/PFP/vm

April 21, 1943.

Miss Mary Anderson,
Director, Women's Bureau,
U. S. Department of Labor,
Washington, D. C.

Dear Miss Anderson:

Your letter dated March 27, 1943, addressed to the Commanding General, Fourth Service Command, inclosing copy of letter from Miss Edna Willis, 503 North Main Street, Moultrie, Georgia, concerning the salary she receives from the Spence Field Exchange, Moultrie, Georgia, was referred to this branch for reply.

The following is quoted from reply received from the Exchange Officer, that station:

"1. Workers at Cafeteria are paid a wage higher than the prevailing scale in Moultrie, Georgia.

"2. No complaint regarding wages and hours has been made to anyone connected with the Exchange.

"3. All wages are approved by the Exchange Council. Salaries have been recently increased and vacation and sick leave time of 26 days per year is being given.

"4. Overtime is paid all workers as per Bulletin No. 13 referred to in paragraph 3 of basic communication.

"5. It is believed that letter quoted in basic communication does not represent opinion of the rank and file of workers."

Yours very truly,

MARSHALL H. OSBURN,
Major, Cavalry,
Executive, Army Exchange Branch.

WAR DEPARTMENT
ARMY SERVICE FORCES
HEADQUARTERS FOURTH SERVICE COMMAND
ATLANTA, GEORGIA

DZ/PFP/vm

April 21, 1943.

WOMEN'S BUREAU
APR 26 1943
DEPARTMENT OF LABOR

Miss Mary Anderson,
Director, Women's Bureau,
U. S. Department of Labor,
Washington, D. C.

Dear Miss Anderson:

Your letter dated March 27, 1943, addressed to the Commanding General, Fourth Service Command, inclosing copy of letter from Miss Edna Willis, 503 North Main Street, Moultrie, Georgia, concerning the salary she receives from the Spence Field Exchange, Moultrie, Georgia, was referred to this branch for reply.

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"5. It is believed that letter quoted in basic communication does not represent opinion of the rank and file of workers."

Yours very truly,

Marshall H. Osburn

MARSHALL H. OSBURN,
Major, Cavalry,
Executive, Army Exchange Branch.

WAR DEPARTMENT - APRIL, 1943

War Dept

April 28, 1943

Major Neiderauer
Safety and Security Branch
Ordnance Division
War Department
Chicago, Illinois

My dear Major Neiderauer:

Thank you for loaning me the enclosed information about the WOW bandanna.

Sincerely,

Margaret T. Mettert,
Associate Industrial Economist

Enclosure
MTM:ml

War Dept

April 28, 1943.

Captain J. S. Deutschle, AUS
Service Command Liaison Officer
Office of Technical Information
War Department
Headquarters Army Service Forces
Washington, D.C.

My dear Captain Deutschle:

Thank you for the seven photographs which you so kindly sent us. We appreciate your courtesy very much especially when they were your own personal set of photographs. They will be very useful to us.

Sincerely yours,

erb

Mary V. Robinson, Chief
Information Division.

SPEXI

WAR DEPARTMENT
HEADQUARTERS, Army Service Forces
WASHINGTON, D. C.

April 26, 1943

Miss Mary V. Robinson
Information Division
Women's Bureau
U. S. Department of Labor
Washington, D. C.

Dear Miss Robinson:

Inclosed are the pictures you wrote me about on April 23.

I am not certain whether you still have the art lines which the Indianapolis Star used but I hope so for I do not have them at this time. These were taken from an extra set which belonged to me personally but I am happy to send them to you.

Sincerely yours,

J. S. DEUTSCHLE
Capt., AUS
Service Command Liaison Officer
Office of Technical Information

Incl.
Photographs

Prov. 4 Apr
Answer
Deutschle
W.B. (Comm)
7



THE INDIANAPOLIS STAR

EDITORIAL ROOMS

April 21, 1943.

Mary V. Robinson, Chief,
Information Division,
U. S. Department of Labor
Women's Division,
Washington, D. C.

Dear Madam:

The pictures to which you refer in your letter of April 19 were obtained from the U. S. Signal Corps .

It is suggested that you write to Captain Joseph Deutschle, 3 E 648 Pentagon Building, Washington, D. C.

Very truly yours,

Maurice Early

The Indianapolis Star,
By Maurice Early,
columnist.

EM-k

War Dept

April 15, 1943

Miss McCowan, Chief
Employment Adjustment Section
Personnel Division
Office of Secretary of War
Room 4D916
Pentagon, War Department
Arlington, Virginia

Dear Miss McCowan:

I am sending you enclosed some material which will, I hope, help to answer your telephoned request for information about jobs particularly hazardous to women. For a great number of occupations, the hazards to women are the same as to men. There is evidence that women are more susceptible to certain occupational poisons. These are described on pages 12 to 15 of Bulletin No. 114, State Reporting of Occupational Disease; Special Bulletin No. 1, Effective Industrial Use of Women in Defense Program, pages 5 to 7; and for pregnant women particularly in the leaflet, Standards for Maternity Care and Employment of Mothers in Industry. Evidence is also presented that women need particular protection dust that might aggravate lower respiratory infections since women between the ages of 15 and 25 are prone to tuberculosis. In order to determine just where these exposures occur in industry I am sending you Labor Department Bulletin 41, Occupation Hazards and Diagnostic Signs. Occupations offering specified exposures are listed.

As to occupations exposing women to special accident hazards it is impossible to be so specific. Our research into the types of injuries occurring to women do give these indications: (1) Women are somewhat more prone to falls than are men. Particular attention should be given to footwear, walkways, ladders, etc., where women take jobs requiring climbing, work where floors may become covered with oil or other slippery material. (2) Young girls are more prone than older women to have machine injuries. They whould have special instruction in safe operation of machinery.

If I can be of further service, please call upon me.

Sincerely yours,

Margaret T. Mettert,
Associate Industrial Economist

MTM:ml
Enclosures

War Dept.

April 14, 1943

To: The Secretary

From: Mary Anderson

Re: War Department pamphlet, "You're Going to Employ Women."

It is a very nice pamphlet but there is one part which says:

> "Remember . . .
> A Woman Worker is not a man; in many jobs she is a substitute -- like plastics instead of metal -- she has special characteristics that lend themselves to new and sometimes much superior uses."

I feel that is a very bad sentence to put into a pamphlet that is designed to urge employers to employ women. Otherwise the pamphlet is a very good one. They got much of their material from us.

MA:IS

Files War

All communications should be addressed to "COMMANDING OFFICER, RAVENNA ORDNANCE PLANT, APCO, OHIO"

TELEPHONE: WAYLAND 70

RAVENNA ORDNANCE PLANT

POST OFFICE, TELEGRAPH, AND EXPRESS ADDRESS: APCO, OHIO

FREIGHT ADDRESS: RAVENNA ORDNANCE PLANT, ATLAS, PORTAGE CO., OHIO

IN REPLY REFER TO: RAV 000.7/745-1

Sent 4/22/43

WOMEN'S BUREAU
APR 14 1943
DEPARTMENT OF LABOR

Gruber/bj
April 10, 1943.

U. S. Department of Labor,
Women's Bureau,
Washington, D. C.

Attention: Mary V. Robinson, Chief, Div. of Information.

Gentlemen:

Your letter of April 5, 1943 (RAV 000.7/745) requesting copies of photographs appearing in the February 12th issue of the Columbus, Ohio "Dispatch," has been referred to the Public Relations Officer, Fifth Service Command.

The photographs requested were taken by the Signal Corps, Fifth Service Command, during the Ohio Press Tour visit at this Plant.

For the Commanding Officer:

Yours very truly,

C. W. GRUBER,
Capt., Ord. Dept.,
Public Relations Officer.

War Dept

April 2, 1943

Mr. S. Silber
Man Power Section
Office of the Quartermaster General
War Department
Washington, District of Columbia

Dear Mr. Silber:

Under separate cover Miss Robinson of our Division of Public Information has sent you the names and addresses of our regional representatives. These technicians are stationed in specific areas to assist various branches of the Government and private employers in bringing about the most effective use of women workers.

Most of our attention to date has been given to the aircraft, the ordnance and the shipbuilding industries. However, we are equally concerned with the use of women in Quartermaster Depots and factories. Our staff is at your service.

The regions covered by our field representatives are extensive so that the representative is usually working in plants some distance from her official city. I believe time would be saved if representatives of your office would contact the Washington Office with regard to your needs as we are informed daily of the location and demands upon our field workers.

Sincerely,

Bertha M. Nienburg,
Assistant Director

BMN:LW

Copy was sent to Miss Robinson

War Dept

War Dept

April 7, 1943.

Miss Evelyn Casey,
5740 Renner Ave.,
St. Louis, Mo.

My dear Miss Casey:

In response to your letter of April 1, we are sending you our bulletin that contains a section on women in trade unions. In addition, I suggest that you write to the following persons for further information:

Mrs. Dorothy Bellanca
Amalgamated Clothing Workers of America
15 Union Square
New York City

Mr. Lazare Teper
International Ladies' Garment Workers
3 West 16th St.
New York City

United Garment Workers'
Bible House,
New York City.

We do not have a bulletin number 331, but the enclosed pamphlet may be what you have reference to.

Sincerely yours,

MA/RFN/nb

Mary Anderson, Director.

AAFMC-336-WF-6-13-42-500M

WAR DEPARTMENT
ARMY AIR FORCES
MATERIEL CENTER
OFFICE OF THE AIR FORCES RESIDENT REPRESENTATIVE

WOMEN'S BUREAU
APR 3 1943
DEPARTMENT OF LABOR

April 1, 1943

RECEIVED - LABOR
Chief Clerk
APR 3 1943
AM 9 10 11 12 1 2 3 4 5 6 PM

U. S. Department of Labor
Washington
D. C.

Gentlemen:

Will you kindly send me a copy of bulletin 331 ? in reference to union label?

Also I would like to have any other pamphlets that you might have on women in labor unions particularly garment workers.

I need these for a paper I am preparing and would like them as quickly as possible.

172
+146

Very truly yours

Evelyn Casey

EC

Evelyn Casey
5740 Henner Avenue
St. Louis, Missouri

WOMEN'S BUREAU
APR 22 1943
DEPARTMENT OF LABOR

(Fold here)

WAR MANPOWER COMMISSION

INTERDEPARTMENT TRANSFER SLIP

Date 4/22/43

There is herewith transferred to:

Department of Labor
Women's Division
Washington, D. C.

A communication from

Employee Relations Division
War Department
Headquarters Utah Quartermaster Depot
Ogden, Utah

Concerning

employment situations of women.

which apparently requires your attention.

writer has not been informed of this reference.

Signature Harold Dotterer

Harold Dotterer, Chief
Administrative Service

8 Title

GPO 16—30555-1

Files

She already has our material

RM

Files War

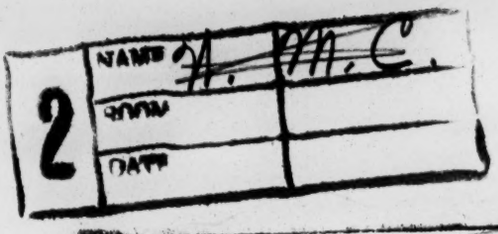
WAR DEPARTMENT
HEADQUARTERS UTAH QUARTERMASTER DEPOT
OGDEN, UTAH

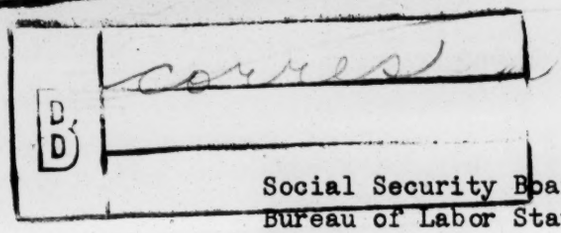
IN REPLY REFER TO:

ADDRESS REPLY TO OFFICE, NOT TO INDIVIDUALS

address
attention: Employee Relations Div.

April 3, 1943







Social Security Board
Bureau of Labor Statistics
Washington, D. C.

Gentlemen:

It would be very much appreciated if this office could be furnished with any available information concerning employment situations of women.

Very truly yours,

Jewel Wilson

JEWEL WILSON
Employee Relations Counsellor

April 3, 1943

Social Security Board
Bureau of Labor Statistics
Washington, D. C.

Gentlemen:

It would be very much appreciated if this office could be furnished with any available information concerning employment situations of women.

Very truly yours,

JEWEL WILSON
Employee Relations Counsellor

WAR DEPARTMENT

PENALTY FOR PRIVATE USE TO AVOID PAYMENT OF POSTAGE, $300

Headquarters
Utah Quartermaster Depot
Ogden, Utah

OFFICIAL BUSINESS

OGDEN APR 5 2 3 PM 1943 UTAH

Social Securtiy Board
Bureau of Labor Statistics
Washington, D. C.

WAR DEPARTMENT — MAY, 1943

May 1, 1943.

Lt. Geneva F. Pannell,
Procurement Officer,
War Department,
Houston Officer Procurement District,
1640 Commerce Building,
Houston, Texas.

My dear Lt. Pannell:

In reply to your request for a copy of a publication on a Business and Professional Women's Club survey, we are sending you our Houston Office report, as we have made no survey for the club since 1931. In using the Houston material, consideration must be given to the fact that cost of living has gone up approximately 20 percent in Houston since the date of our study. In the summer of 1942 the Women's Bureau made a sample resurvey in Kansas City of the offices included in the Kansas City study made in 1940, and found that in two-thirds of the offices revisited there had been a general wage increase ranging from 10 to 30 percent.

The National Federation of the Women's Business and Professional Club in New York has a roster of their membership compiled last year, and will be able to give you data on the earnings of their members, from unpublished material, which probably will be of help to you.

We have bulletins on Kansas City, Los Angeles, Richmond, and Philadelphia, similar to the enclosed Houston publication which we will be glad to send you, if you wish them.

Sincerely yours,

Mary Anderson, Director.

MA/IAS/nb

INTERIOR DEPT.
SECRETARY'S
MAIL CENTER
APR 24 1943
FORWARDED TO
Labor Dept.

RECEIVED
OFFICE OF SECRETARY OF LABOR
APR 28 1943
AM 9|10|11|12|1|2|3|4|5|6 PM

WAR DEPARTMENT
SERVICES OF SUPPLY
HQS. HOUSTON OFFICER PROCUREMENT DISTRICT
1640 XXX COMMERCE BUILDING
HOUSTON, TEXAS

WOMEN'S BUREAU
APR 29 1943
DEPARTMENT OF LABOR

GFP:lb
April 23, 1943

Department of Interior
U. S. Department of Labor
Washington, D. C.

Gentlemen:

Since I have been assigned to the Procurement Service, many questions regarding the survey made by the Department of Labor and the American Federation of Business and Professional Womens' Club regarding salaries of Professional women have been asked me.

Will you please send me a copy of this study? If there is any charge for same, I shall be glad to pay for it.

Faye Pannell

GENEVA F. PANNELL
1st. Lt., A.N.C.,
Procurement Officer

We have short survey
Headquarters
Nat'l Fed. of
Business



War Dept

May 1, 1943.

Civilian Personnel Division,
Headquarters Army Air Forces,
Attention:
Mr. John J. McLaughlin
Room 1511
Gravelly Point, D. C.

A letter from -

Mrs. Louise Smith,
Route 1, Box 360-B,
West Palm Beach, Florida

A machinist - wants employment.

War Dept

May 28, 1943

Mrs. Gearlean Shipman
Women's Counselor
Employee Relations Department
Air Depot
Tinker Field
Oklahoma City, Oklahoma

My dear Mrs. Shipman,

In reply to your request for bulletins and pamphlets of certain organizations having material in the personnel field, I suggest you ask the Carnegie Library in Oklahoma City to obtain these; the librarian there should have the list of publications of each of these organizations, from which you can make a selection of titles of the most interest.

The organizations named are all situated in New York City: the National Industrial Conference Board, at 247 Park Avenue; the American Management Association, at 330 West 42d Street; and the Personnel Research Federation, at 60 East 42d Street. However the National Safety Council has its headquarters in Chicago. Apart from the special surveys and bulletins of these organizations, you will want especially to examine the monthly periodical of the first two - Management Record, and Personnel.

Sincerely yours,

rfn

Mary Anderson, Director

IN REPLY REFER TO:

GS/jcg

HEADQUARTERS
OKLAHOMA CITY AIR DEPOT CONTROL AREA COMMAND
OFFICE OF THE PERSONNEL OFFICER
TINKER FIELD
OKLAHOMA CITY, OKLAHOMA

WOMEN'S BUREAU
MAY 25 1943
DEPARTMENT OF LABOR

May 22, 1943.

Women's Bureau,
U. S. Department of Labor,
Washington, D. C.

If the following pamphlets are available for distribution it is requested that the Employee Relations Department of the Oklahoma City Air Depot be sent copies:

Studies in Personnel Policies bulletins of National Industrial Conference Board.

Production Series and Personnel Series pamphlets of American Management Association.

Reprint and circular series of Personnel Research Federation.

Industrial Safety and Health, a bibliography compiled by the National Safety Council- Chicago

If these are not available please inform this office how to obtain them.

(Mrs) Gearlean Shipman

GEARLEAN SHIPMAN,
Women's Counselor,
Employee Relations Dept.

NICB 247 Park Ave.

AMA 330 West 42d

Pers. Research Feder 60 E. 42d St.

War Dept.

May 26, 1943.

Captain D. J. Canale,
Ordnance Department,
Anniston Ordnance Depot,
War Department,
Anniston, Alabama.

My dear Captain Canale:

We have your letter of May 17 regarding courses in employee relations and on the enclosed copy of the survey of women in personnel work (page 17), we have checked the institutions in your region offering such courses. It will be necessary for you to address the ESMWT representative (his name is listed) for exact information as to current courses in this field.

Sincerely yours,

MA/RFN/nb

Mary Anderson, Director.

Canale/bab

WAR DEPARTMENT
ANNISTON ORDNANCE DEPOT
ALABAMA

POST OFFICE:
ANNISTON, ALA.

RAIL AND EXPRESS STATION:
BYNUM, ALA.

IN REPLY
REFER TO:

WOMEN'S BUREAU
MAY 19 1943
DEPARTMENT OF LABOR

May 17, 1943

U. S. Department of Labor,
Women's Bureau,
Washington, D. C.

Dear Sir:

This depot is in receipt of a circular outlining "Women in Personnel and Industrial Relations Work in War Industries".

This depot will ultimately employee six thousand (6,000) women. We have in our personnel branch a section devoted to Employee Relations and have set up a specific sub-section to deal withfemale employees.

The circular referred to mentions several score universities which are offering various courses in employee relations within which women are involved. It would be appreciated if you would advise us as soon as possible:

a. What courses are available,
b. Length of time required,
c. Qualifications required of trainees.

For the Commanding Officer:

D. J. CANALE,
Capt., Ord. Dept.,
Personnel Officer.



War Manpower

May 31, 1943.

Miss Rilla Schroeder
War Manpower Commission
1778 Pennsylvania Avenue
Washington, D. C.

Dear Miss Schroeder:

Inadvertantly the inclosed information was omitted from our letter to you of May twenty-eighth.

Very truly yours,

Mary V. Robinson, Chief,
Information Division.

MVR/ll
Encl.

WAR DEPARTMENT — JUNE, 1943

War Left

June 29, 1943.

Mrs. Mildred Clarkson, Chief Counsellor,
Employee Relations, War Department,
Annex #1, 23rd Street, N. W.
Washington, D. C.

Dear Mrs. Clarkson:

The following are names of officers or women counsellors who are interested in child care problems, and if they have not the type of data at hand in which you are interested, they undoubtedly are in a position to make a survey of such needs in their own plants.

Commander J. J. O'Donnell
Bellevue Magazine
Anacostia, Washington, D. C.

Boatswain W. H. Rice, Ass't Personnel Officer
Naval Torpedo Station
Alexandria, Virginia

Miss Sara T. Rau, Personnel Office
Washington Navy Yard
Washington, D. C.

Miss Marion Kizer, Counsellor of Women
T. W. A.
National Airport
Washington, D. C.

Mrs. Mary E. Quisenberry, Counsellor of Women
15th Sub Depot
Army Air Forces,
Bolling Field, Washington, D. C.

Yours very truly,

Caroline Manning

CM;cam

War Dept

June 7, 1943

Miss Marguerite B. Lathrop
Civilian Personnel Division
Office of the Secretary of War
Room 4D-912
Pentagon Building
Arlington, Va.

Dear Miss Lathrop:

We thank you, and Miss Bourne, for the copy of Supplementary I to "Information on War Housing."

Also, we congratulate your office on a highly useful contribution toward solution of local housing problems.

Very sincerely yours,

Sara L. Buchanan,
Associate in Legal Research

SLB:ml

File War Dept

Phone 4204

WAR DEPARTMENT

WASHINGTON, D. C.

Room 4-E-856 Pentagon Building

WOMEN'S BUREAU
JUN 15 1943
DEPARTMENT OF LABOR

June 15, 1943.

Miss Bertha Nienburg,
Women's Bureau,
Department of Labor,
Washington, D. C.

Dear Miss Nienburg:

I have been given a full-time assignment to work on the employment of women and would be glad to have an opportunity to meet with your field staff this week to learn something about their estimates of present War Department practices involving the utilization of women.

I am hoping to be able to meet with you and perhaps Miss Anderson to see whether we can work out a follow-up system in the ASF for the excellent and helpful studies the Women's Bureau has been making for War Department installations. Has the Women's Bureau been considering promulgating a special policy which would have to do with physical examinations of women in industry?

If you can slip in time along with your other pressing business for discussion of this, will you let me know the time and place that suits you?

Sincerely yours,

Ann R. Taylor

Ann R. Taylor,
Assistant to G. H. Dorr

Answered over phone & conference on June 21-25.



Room 4-E-856 Pentagon Building

June 15, 1943.

Miss Bertha Nienburg,
Women's Bureau,
Department of Labor,
Washington, D. C.

Dear Miss Nienburg:

I have been given a full-time assignment to work on the employment of women and would be glad to have an opportunity to meet with your field staff this week to learn something about their estimates of present War Department practices involving the utilization of women.

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If you can slip in time along with your other pressing business for discussion of this, will you let me know the time and place that suits you?

Sincerely yours,

Ann R. Taylor,
Assistant to G. H. Dorr

ART/mbf

WAR DEPARTMENT

July, 1943

War Dept

U.S. DEPARTMENT OF LABOR
WOMEN'S BUREAU
Washington

July 24, 1943.

Respectfully referred to

U. S. War Department,
Washington, D. C.

A request from -

Mrs. Norman B. Hartwell
26 Newton St.,
West Boylston, Mass.,

for a booklet on

"Life in the Women's Services."

The writer has not been informed of this reference.

(1990) Director.

War Dept

25

July 19, 1943

Captain C. H. Kautz, Executive Officer
Civilian Personnel Branch, Personnel Division
Headquarters Ninth Service Command
Office of the Commanding General
Fort Douglas, Utah

My dear Captain Kautz:

Your letter of June 23 to the Superintendent of Documents, requesting published material on the part-time employment of women, was forwarded to the Secretary of Labor, who referred it to the Women's Bureau for reply.

The Women's Bureau has recently prepared a bulletin on "Part-Time Employment of Women in Wartime," based on information obtained from war plants by Women's Bureau field representatives. Although the bulletin is now in process of being printed, we shall be glad to send you a copy as soon as it is available for distribution. In addition to presenting factual data, the bulletin also recommends standards for the effective part-time utilization of women. We hope it will be helpful in your work of establishing policies for women's part-time employment in War Department plants.

To our knowledge, the forthcoming Women's Bureau bulletin will be the first release by the U. S. Department of Labor on part-time employment in this country's war plants. The Monthly Labor Review, which you referred to, has not carried any articles on this subject other than a brief summary of British experience, in the May, 1942, issue, pp. 1089-1091.

You may be interested in a recent study of part-time employment by Princeton University in June, 1943. The report is entitled "The Use of Part-Time Workers in the War Effort," and it was prepared by the Industrial Relations Section, Department of Economic and Social Institutions, Princeton University, Princeton, N. J.

Sincerely yours,

MA:AA:MBG

Mary Anderson, Director

Miss Robinson
Women's Bureau

HEADQUARTERS NINTH SERVICE COMMAND
OFFICE OF THE COMMANDING GENERAL
FORT DOUGLAS, UTAH

SPKII Empl Rel

23 Jun, 1943.

Superintendent of Documents,
Washington, D. C.

Dear Sir:

Recognizing the need for planned utilization of available man and woman power, this headquarters is looking forward to the employment of part time workers in War Department activities, and to the increased use of women to take the place of men being drawn into the armed forces.

A study is being made of the methods and over-all results of the use of women in industry and the break-down of full time jobs for utilization of part time workers.

It is believed that the Monthly Labor Review, U. S. Department of Labor, may have published some pamphlets on these subjects which would be informative and helpful in the establishment of policies and procedures for the Ninth Service Command.

It is requested that any available material be sent to this headquarters. Your assistance in this connection will be very much appreciated.

Yours very truly,

C. H. KAUTZ,
Captain, Inf.,
Executive Officer, Civilian Personnel Branch,
Personnel Division.

refer Dept of Labor

RECEIVED - LABOR
Chief Clerk
JUL 3 1943
AM 9 10 11 12 1 2 3 4 5 6 PM

B.G.B.

HEADQUARTERS NINTH SERVICE COMMAND
Office of the Commanding General
Fort Douglas, Utah

CHK/
IMW/iew

SPKII Empl Rel

23 Jun, 1943.

Superintendent of Documents,
Washington, D. C.

Dear Sir:

Recognizing the need for planned utilization of available man and woman power, this headquarters is looking forward to the employment of part time workers in War Department activities, and to the increased use of women to take the place of men being drawn into the armed forces.

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It is requested that any available material be sent to this headquarters. Your assistance in this connection will be very much appreciated.

Yours very truly,

C. H. KAUTZ,
Captain, Inf.,
Executive Officer, Civilian Personnel Branch,
Personnel Division.

TO Files
War Dept

25

July 16, 1943

Mr. L. E. Traywick
Pentagon Building
Arlington, Virginia

My dear Mr. Traywick:

Will you kindly send me a copy of your report of Ordnance Civilian Employment by sex and by establishment, as of May 31, 1943? We understand this information is of a restricted nature and the usual precautions accorded such data will be exercised by this office. We receive from the Navy a similar report of civilian employment by sex in individual shore establishments.

Sincerely,

MA: IAS: ams

Mary Anderson, Director

Jules

War Dept

WAR DEPARTMENT
BUREAU OF PUBLIC RELATIONS
WASHINGTON

24 July, 1943

I thanked her over the telephone & she said not to bother to write

Dear Miss Robinson:

I have sent a few issues of FIREPOWER to Miss Anderson with a letter, which you will probably see.

I am returning under separate cover some of the photos you sent me recently.

It occurs to me that some of our "left-overs" on a Handicapped story, written around one written to me by Helen Keller (personally) and which I gave to the War Department... might be useful to you. Will you accept them with our compliments?

Sincerely yours,

Elsie Johns Frankfurter

(Mrs.) Elsie Johns Frankfurter,
Ass't Editor, FIREPOWER

I have put your name on our official list to receive FIREPOWER regularly.



WAR DEPARTMENT — AUG. 1943

War Dept Files

WAR DEPARTMENT

~~HEADQUARTERS, SERVICES OF SUPPLY~~
Headquarters, Army Service Forces
WASHINGTON, D. C.

12 August 1943

Mrs. Rachel F. Nyswander, Asst.
Women's Bureau
U. S. Dept. of Labor
Washington, D. C.

Dear Mrs. Nyswander:

Thank you so much for getting us the information on the Pueblo Ordnance Depot. It will help in our work here.

Sincerely yours,

Ann R. Taylor

ANN R. TAYLOR
Womanpower Section
Hq., ASF, IPD, CPB
~~5~~ 5C 475

ART/ew



War Dept

August 4, 1943

Miss Ann Richards Taylor
Civilian Personnel Branch
Industrial Personnel Division, A. S. F.
4 C - 460 War Department
Washington, D. C.

Dear Miss Taylor:

I am enclosing copies of the correspondence relative to the discrimination in wages of the parachute riggers at Buckingham Field. I hope to hear from you that this has been adjusted in a manner satisfactory to all.

Yours very truly,

Mary Anderson, Director.

Enclosure

MA:CMahm

War Dpt.

August 19, 1943

Maj. Gen. Lewis B. Hershey, Director
Selective Service System
21st and C Streets N. W.
Washington, D. C.

My dear General Hershey:

I have received the report, "Selective Service in Wartime," the second report of your Service, and I feel it is an excellent presentation.

I want to call your attention, however, to the picture facing page 389, "An Efficient Welder. Though only 17 years old, this girl is doing an efficient job as welder in a glider factory in St. Louis, Missouri. Women have shown themselves very adaptable to such industrial work."

This picture is a glaring example, from the point of view of safety, of the problem that we have in getting the young girls to cover their hair so that sparks won't set the hair on fire. I feel it is very unfortunate that a picture has been selected in this excellent report that does not have the proper safety equipment.

I wanted to call this to your attention because I know that you are just as concerned about the safety of the women workers as we are.

With personal regards,

Very sincerely yours,

Mary Anderson, Director

MA:IS

Gen. Files
War Dept

August 28, 1943

Legal Branch
Purchases Division
Headquarters, Army Service Forces
Room 5C-659
Pentagon Building
Arlington, Virginia

Gentlemen:

Will you please send me a copy of the War Department's regulations on termination and settlement of Army contracts.

Very truly yours,

Bertha M. Nienburg,
Assistant Director

BMN:LW

WAR DEPARTMENT SEPT. 1943

War Dept

(CP Cir. 26)

CIVILIAN PERSONNEL CIRCULAR)
No. 26)

WAR DEPARTMENT,
Washington 25, D. C., 6 September 1943.

	Section
Date of Civilian Personnel Circular No. 21----------	I
Equal compensation for equal work, irrespective of sex----------	II

I--Date of Civilian Personnel Circular No. 21.--The date of Civilian Personnel Circular No. 21, 1943, which reads August 1943, is amended to read 27 August 1943.

(A. G. 230.23 (6 Sep 43).)

II--Equal compensation for equal work, irrespective of sex--1. The policy of War Department wage administration is to pay equal compensation for equal work. The manpower demands of the war emergency have made it necessary and advisable to employ an increasing number of women in war jobs which had previously been considered open only to men. Jobs having identical duties and responsibilities and requiring substantially identical skills, training, and effort, should receive equal compensation. Under this policy no differential shall be established by reason of sex, no recognition can be given to any differential based on sex, and such practice would not conform to War Department policy.

2. Through General Order No. 16, 24 November 1942, the National War Labor Board has granted employers permission to equalize the wages of male and female employees without prior approval. Inequalities in the pay of women employees of the War Department will therefore be adjusted in accordance with the principles stated in paragraph 1.

(A.G. 248.3 (4 Sep 43).)

By order of the Secretary of War:

WM. H. KUSHNICK,
Director of Civilian Personnel
and Training.

OFFICIAL:
H. B. LEWIS,
Brigadier General,
Acting The Adjutant General.

U. S. DEPARTMENT OF LABOR

WOMEN'S BUREAU

To—		From—	Re Attached Please—
	Anderson.		Approve
✓	~~Nienburg.~~		Comment
	Larrabee.		Note
	Benham.		Note and return
	Best.		Reply
	Erickson.		Draft of reply
✓	Files.		Signature
	Hyde.		Would like to discuss
✓	~~Manning.~~		File
	Mettert.		
	Pidgeon.		Date
	Robinson.		Note:
	Smith, F.		
	Spring.		
	Steel.		
	Stitt.		

0 P O 14—3769

Carbon which was attached & this was mailed to Miss Z - 9/14/43

ADDRESS REPLY TO
COMMANDING GENERAL, ARMY AIR FORCES
WASHINGTON, D. C.

War Dept

WAR DEPARTMENT
HEADQUARTERS OF THE ARMY AIR FORCES AFPCP-E
WASHINGTON, D. C. 25

September 8, 1943

WOMEN'S BUREAU
RECEIVED
SEP 13 1943
DEPARTMENT OF LABOR

Miss Mary Anderson, Director
United States Department of Labor
Washington 25, D. C.

Dear Miss Anderson:

Your letter of August 4 and August 12, 1943 to Mr. James P. Mitchell, Army Service Forces, relative to complaints that women parachute riggers at Buckingham Field, Fort Myers, Florida, were receiving less pay than men for equal work, has been referred to this office.

A survey has been made of this matter by Headquarters of the Buckingham Army Air Field disclosing the following facts:

12 employees working as Leather and Canvas Workers
2 men are classified as Leather and Canvas Workers
1 man classified as Junior Leather and Canvas Worker
9 women are classified as Leather and Canvas Workers Helpers

There has been no intention of grading the women at a lower rate of pay than the men. Two of the men are the original workers in the department and are now working in a supervisory capacity. The third man has additional duties and responsibilities.

This station is reclassifying all positions so that equal pay will be given for equal work and women performing equal jobs with men will be given equal wages.

Your interest in bringing this matter to our attention is appreciated.

Sincerely yours,

Henry E. Jenkins, Jr.

HENRY E. JENKINS, JR.
Major, Air Corps
Chief, Personnel Standards Branch
Civilian Personnel Division
Office of Asst Chief of Air Staff,
Personnel



118
Equal Pay

August 21, 1943

Memorandum:

Miss Taylor's Phone No.
War Department, 74657

Caroline Manning telephoned with Miss Taylor, Industrial Personnel Division relative to the case of discrimination among parachute riggers at Buckingham Field. Miss Taylor states that the material has been referred to Colonel Crosthwaite although the matter is out of the jurisdiction of their division Miss Taylor who has friendly relations with Colonel Crosthwaite has talked with him about the case. He is having an inquiry made locally and has promised to report to Miss Taylor the result of their findings.

August 21, 1943 (later)

Telephoned with Colonel Crosthwaite (telephoned War Department 3095). Colonel Crosthwaite reiterated the fact that the Army Air Forces have issued a directive to all the organizations insisting upon equal pay for equal work and that there shall be no discrimination against the women. Personally, he feels this is very important in consideration of the amount of work which is being taken over by women. At present in their mechanical jobs, about 45 percent are women and he anticipates the proportion may rise to 70 or 80 percent.

In reference to the discrimination against women in the Buckingham Field parachute rigging he said the complaint from the operator to the commander in charge at Buckingham Field was anonymous; but it is the policy of his division to handle no anonymous complaints, and in the future should the Women's Bureau refer complaints to his office he would much prefer that the names of the complainants be submitted to him. As a usual thing adjustments can be made much quicker and more effectively where identity is known. Almost never do they receive anonymous complaints. Very rigid instructions are issued that in case of adjustments no adverse criticisms or effect shall fall upon the complainant.

Should satisfactory adjustments in Buckingham Field fail, Colonel Crosthwaite will get in touch with our Bureau and appreciate being given the names of the three complainants in this case. He suggested we might even write them, asking permission to forward their names to him. He seemed very eager to cooperate with the Bureau.

Caroline Manning,
Industrial Supervisor.

118

WAR DEPARTMENT

~~HEADQUARTERS SERVICES OF SUPPLY~~
Headquarters, Army Service Forces
WASHINGTON, D.C.

SPGC-C 248

21 August 1943

WOMEN'S BUREAU
AUG 24 1943
DEPARTMENT OF LABOR

Miss Mary Anderson, Director
U. S. Department of Labor
Women's Bureau
Washington 25, D. C.

Dear Miss Anderson:

With reference to your letter of 12 August 1943 to Mr. Mitchell, parachute riggers are employees of the Army Air Forces and, therefore, do not come under the jurisdiction of this office. Your letter has been referred to the Field Civilian Personnel Division of Headquarters, Army Air Forces.

Your interest in bringing this matter to our attention is appreciated.

For the Director, Industrial Personnel Division:

Very truly yours,

Dudley Frank

DUDLEY FRANK
Major, AUS
Executive Officer
Civilian Personnel Branch

FOR VICTORY
BUY
UNITED STATES
WAR
BONDS
AND
STAMPS

August 12, 1943

Mr. James P. Mitchell
Civilian Personnel
War Department

My dear Mr. Mitchell:

We have received two letters from women who are parachute riggers at Buckingham Field, Fort Myers, Florida regarding discrimination in pay. I believe this calls definitely for an investigation, in view of the general policy of the War Department in the matter of "equal pay", and I would appreciate having a report after you have taken the matter under consideration.

Even though the names of the writers are not given, I hope you will treat the contents of the letter as confidential.

Sincerely yours,

Mary Anderson, Director.

MA:RN:ahm

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Ft. Meyers, Florida
8-9-1943

Mary Anderson, Director
Women's Bureau
U. S. Department of Labor
Washington, D. C.

Dear Miss Anderson:

I saw in the paper where Miss Ziegler was in Tampa some time back and tried to see her but missed her, so am writing you.

I am a parachute rigger at Buckingham Field, Ft. Meyers, Florida and when I went to the Parachute Institution (I paid $150 for course) and learned this course I understood that riggers began work at $1500 a year and that after you had worked a certain time they were raised next to $1860 a year. Well, here at this field they have given the men raises of $360 after 4 months work and have refused to pay the ladies equal raises. They say the men have more responsibilities and expenses being heads of families - in my case I am sole support of my family - I also have an invalid husband and a child crippled from infantile paralysis and I have to furnish the whole support. So it seems very injust to discriminate against the women in the Dept, especially since the women are working by the side of the men and doing as much work, as good work and in some cases more work than the men.

Miss Anderson I am a mother of a family and I have given a son and a son-in-law to the Service and I've given up my home and I am buying bonds and giving spare time to Red Cross work and I don't think it fair to discriminate in wages to women in work where they can render just as good work as the men - But I don't know of any step to take - so please advise me if there is any way out. This is not my case alone- but applies to all the ladies in the Parachute Department and the ladies can and do all the kinds of work that the men do.

The Commanding officer Captain Hayes, and Lt. Schoelkopf and General Foremen R. J. Perry agreed that the men should get as first raise $360 making it $1860 a year and that the ladies shouldn't be paid that amount.

Yours very Truly

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Parachute Department of the 39th S. D. Buckingham Field, Ft. Meyers, Florida
August 8th, 1943.

Mary Anderson, Director, Women's Bureau
U. S. Department of Labor, Washington, D. C.

Dear Miss Anderson: - I would like to call your attention to the situation that exists at this sub-depot in regards to the discrimination in salaries between the male and female employees, especially in the Parachute Department, where I am working.

The men of this department got, as their first raise in pay$360 in base pay, plus their overtime. They were getting $1500 when they started to work as were the women. Both women and men received the same training and it was understood would receive the same raise in pay, when a certain length of time had elapsed and they were eligible for a raise. Of course we were not all trained at the same parachute school, nor were we definitely promised a certain amount as a raise when we went to work on this field, but the customary thing at all other fields has been, the first raise in pay, $1860.

Now, the men of this department have all gotten their raises from $1500 a year, to $1860, as per schedule. But when the time came that the women were to receive their raise, the Commanding Officer, Captain Hayes, the Engineering Officer, Lt. Schoelkopf, and General Foreman, Mr. R. J. Perry, agreed between themselves that the women were not to receive the regular raise in pay. Instead, in explanation, they resurrected an old Civil Service Law, passed in 1923, so they said, whereby any individual in Civil Service could not be raised more than $60 on the year, "within the grade." When I asked Lt. Schoelkopf why he raised the men if such was the law he told me that the men have more responsibilities than the women. When I assured him that such was certainly not the case in our department, and pointed out that most of us had as many or more responsibilities than some of the men, naming specific cases, he then turned to the second excuse, that the men could do more work than the women. That too, is definitely not the case, as nearly every woman in our department equals and in some cases exceeds, the men in quality and quantity of work. He at last said that it really looked as if they were discriminating, but there was nothing they could do about it. Of course, there was nothing they <u>would</u> do about it, as they didn't believe in paying the women like wages to the men. He as much as told me that, said his men employees wouldn't stand for it.

It's a long story, Miss Anderson, and a very disheartening one. If you can at all, please give it some attention. Every woman at our department feels keenly the injustice of it all. I don't believe it is a national practice, but comes directly from the heads of this particular sub-depot. Other fields pay $1860 as their first raise, and I have never heard of any discrimination against any women in any other field, before this. We women feel the injustice very keenly but do not know what to do about righting the wrong.

Very respectfully

118

WAR DEPARTMENT

~~HEADQUARTERS, SERVICES OF SUPPLY~~

WASHINGTON, D. C.

HEADQUARTERS, ARMY SERVICE FORCES

SPGC-C 248

16 August 1943

WOMEN'S BUREAU
AUG 19 1943
DEPARTMENT OF LABOR

U. S. Department of Labor
Washington, D.C.

Attention: Miss Mary Anderson
Director, Women's Bureau

Dear Miss Anderson:

Your letter of 4 August 1943 to Mr. James P. Mitchell, attention Womanpower Program, concerning a wage discrimination problem at Buckingham Field has been directed to this office.

Since Buckingham Field is under the administration of the Army Air Forces, the matter has been referred to that headquarters for their attention and direct reply.

For the Director, Industrial Personnel Division:

James T O'Connell

JAMES T. O'CONNELL
Colonel, General Staff Corps
Chief, Civilian Personnel Branch

Col. Crosthwaite
Taylor talked with him
friendly relations
will have inquiry



U. S. DEPARTMENT OF LABOR

WOMEN'S BUREAU

To—		From—
	~~Anderson.~~	
	Nienburg.	
	Larrabee.	
	Benham.	
	Best.	
	Erickson.	
	Files.	
	Hyde.	
	~~Manning.~~	
	Mettert.	
	Pidgeon.	
	Robinson.	
	Smith, F.	
	Spring.	
	Steel.	
	Stitt.	

Re Attached Please—

Approve ----------
Comment ----------
Note ----------
Note and return ----------
Reply ----------
Draft of reply ----------
Signature ----------
Would like to discuss ----------
File ----------

Date ----------

Note:

GPO 14—3769

118

WAR DEPARTMENT

~~HEADQUARTERS, SERVICES OF SUPPLY~~
Headquarters, Army Service Forces
WASHINGTON, D.C.

WOMEN'S BUREAU
AUG 7 1943
DEPARTMENT OF LABOR

6 August 1943

Miss Mary Anderson, Director
Women's Bureau
U.S. Department of Labor
Washington, D.C.

Dear Miss Anderson:

We are having the parachute riggers case looked into, and hope to be able to report to you soon on the situation.

Yours sincerely,

Ann R. Taylor

Miss A.R. Taylor,
WOMAN POWER SECTION.

Re Baltimore upgraded civilian jobs

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Ft. Myers, Fla.
July 20, 1943.

Dear Miss Ziegler,

The women in our department were wondering what to do about the unfair treatment we are receiving at the 39th Sub-depot at Buckingham Field when we read about you in the Tampa Tribune. Perhaps you can help us.

We are Parachute Riggers, under wartime Civil Service with an army officer, 1st. Lt., over us. All civil service I have ever known gives its employees automatic raises as long as their work is satisfactory. If it isn't satisfactory they are fired.

Parachute rigging is really women's work. There isn't a thing in this department that couldn't be done and isn't being done by women and yet we find men working side by side with us receiving full raises into the next wage bracket ($1500 to $1860) while we, and we are frankly told it is because we are women, receive a $60 raise ($1500 to $1560). In order to do this they are invoking some ruling passed in 1923,(at a time when jobs were scarce.) I can understand the ruling at that time but not now when there is such a shortage of man power. We know of other fields -- the Orlando Air Base for example -- that pay men and women the same.

All of the women in our department but three are self supporting. Some are the wage earners for families. One has raised five children and taken care of an invalid husband for years. She still has one dependant child and a son in the service. Nearly all of us have someone in the service.

Yours sincerely,

118

August 4, 1943

Miss Ann Richards Taylor
Civilian Personnel Branch
Industrial Personnel Division, A. S. F.
4 C - 460 War Department
Washington, D. C.

Dear Miss Taylor:

I am enclosing copies of the correspondence relative to the discrimination in wages of the parachute riggers at Buckingham Field. I hope to hear from you that this has been adjusted in a manner satisfactory to all.

Yours very truly,

Mary Anderson, Director.

Enclosure

MA:CMahm

Manning
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August 4, 1943

Mr. James P. Mitchell,
Director,
Civilian Personnel,
Industrial Personnel Division, A. S. F.
Service of Supply, War Department
Washington, D. C.

Attention: Woman Power Program

Dear Mr. Mitchell:

Miss Ziegler, our representative in the South, has received a letter from a woman employed at the 39th Sub Depot at Buckingham Field, describing very clearly wage discriminations existing in the parachute rigging division. A copy of this complaint is enclosed.

I am referring this to your office, as I feel it is a matter that can be adjusted most effectively by you here in Washington. Miss Ziegler has taken no action upon this except to reply that she has referred the writer's letter to me, and I acknowledged receipt of the complainant's letter.

This problem of discrimination in women's wages is becoming increasingly important, and I certainly will appreciate anything you can do to help us rectify these injustices.

Yours very sincerely,

Mary Anderson, Director.

Enclosure

MA:CM:ahm

War Sept

August 12, 1943

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Civilian Personnel
War Department

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Even though the names of the writers are not given, I hope you will treat the contents of the letter as confidential.

Sincerely yours,

Mary Anderson, Director.

MA:RN:ahm

War Dept

August 4, 1943

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Civilian Personnel,
Industrial Personnel Division, A. S. F.
Service of Supply, War Department
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Yours very sincerely,

Mary Anderson, Director.

Enclosure

MA:CM:ahm

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Parachute Department of the 39th S. D. Buckingham Field, Ft. Meyers, Florida
August 8th, 1943.

Mary Anderson, Director, Women's Bureau
U. S. Department of Labor, Washington, D. C.

Dear Miss Anderson: - I would like to call your attention to the situation that exists at this sub-depot in regards to the discrimination in salaries between the male and female employees, especially in the Parachute Department, where I am working.

The men of this department got, as their first raise in pay$360 in base pay, plus their overtime. They were getting $1500 when they started to work as were the women. Both women and men received the same training and it was understood would receive the same raise in pay, when a certain length of time had elapsed and they were eligible for a raise. Of course we were not all trained at the same parachute school, nor were we definitely promised a certain amount as a raise when we went to work on this field, but the customary thing at all other fields has been, the first raise in pay, $1860.

Now, the men of this department have all gotten their raises from $1500 a year, to $1860, as per schedule. But when the time came that the women were to receive their raise, the Commanding Officer, Captain Hayes, the Engineering Officer, Lt. Schoelkopf, and General Foreman, Mr. R. J. Perry, agreed between themselves that the women were not to receive the regular raise in pay. Instead, in explanation, they resurrected an old Civil Service Law, passed in 1923, so they said, whereby any individual in Civil Service could not be raised more than $60 on the year, "within the grade." When I asked Lt. Schoelkopf why he raised the men if such was the law he told me that the men have more responsibilities than the women. When I assured him that such was certainly not the case in our department, and pointed out that most of us had as many or more responsibilities than some of the men, naming specific cases, he then turned to the second excuse, that the men could do more work than the women. That too, is definitely not the case, as nearly every woman in our department equals and in some cases exceeds, the men in quality and quantity of work. He at last said that it really looked as if they were discriminating, but there was nothing they could do about it. Of course, there was nothing they would do about it, as they didn't believe in paying the women like wages to the men. He as much as told me that, said his men employees wouldn't stand for it.

It's a long story, Miss Anderson, and a very disheartening one. If you can at all, please give it some attention. Every woman at our department feels keenly the injustice of it all. I don't believe it is a national practice, but comes directly from the heads of this particular sub-depot. Other fields pay $1860 as their first raise, and I have never heard of any discrimination against any women in any other field, before this. We women feel the injustice very keenly but do not know what to do about righting the wrong.

Very respectfully

Copy of this referred to J. P. Mitchell War Dept.

COPY

Parachute Department of the 39th S.D. Buckingham Field, Ft. Meyers, Florida
August 8th, 1943.

Mary Anderson, Director, Women's Bureau
U. S. Department of Labor, Washington, D.C.

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Now, the men of this department have all gotten their raises from $1500 a year, to $1860, as per schedule. But when the time came that the women were to receive their raise, the Commanding Officer, Captain Hayes, the Engineering Officer, Lt. Schoelkopf, and General Foreman, Mr. R. J. Perry, agreed between themselves that the women were not to receive the regular raise in pay. Instead, in explanation, they resurrected an old Civil Service Law, passed in 1923, so they said, whereby any individual in Civil Service could not be raised more than $60 on the year, "within the grade." When I asked Lt. Schoelkopf why he raised the men if such was the law he told me that the men have more responsibilities than the women. When I assured him that such was certainly not the case in our department, and pointed out that most of us had as many or more responsibilities than some of the men, naming specific cases, he then turned to the second excuse, that the men could do more work than the women. That too, is definitely not the case, as nearly every woman in our department equals and in some cases exceeds, the men in quality and quantity of work. He at last said that it really looked as if they were discriminating, but there was nothing they could do about it. Of course, there was nothing they would do about it, as they didn't believe in paying the women like wages to the men. He as much as told me that, said his men employees wouldn't stand for it.

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Very respectfully

Mary D. Townsend

no answer, as she gives no home address. (see 12-11)

Parachute Department of the 39th S.D.
Buckingham Field, Ft. Myers, Fla.
August 8th, 1943.

Mary Anderson, Director Women's Bureau,
U.S. Dept. of Labor, Washington D.C.

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length of time had elapsed, and they were eligible for a raise. Of course, we were not trained at the camp parachute school, nor were we definitely promised a certain amount as a raise when we went to work on this field; but the customary thing at all other fields has been, the first raise in pay, $1860.

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WOMEN'S BUREAU
AUG 11 1943
DEPARTMENT OF LABOR

Very respectfully,

Mary D. Townsend.

August 12, 1943

Mrs. C. K. Ford
641 Marian Street
Ft. Myers, Florida

My dear Mrs. Ford:

We have your letter of August ninth regarding the wage situation for men and women at Buckingham Field. We are referring this matter to the War Department, and I sincerely hope they will take action. We have no authority in such situations.

Although your letter is being sent to the War Department, we have removed your name so that your identity is not known, and in addition we are requesting that the letter itself be kept confidential.

Sincerely yours,

Mary Anderson, Director.

MA:RN:ahm

Ft. Myers Fla
8-9-1943

Mary Anderson Director
Women's Bureau
U.S. Dept of Labor
Washington D.C.

WOMEN'S BUREAU
AUG 11 1943
DEPARTMENT OF LABOR

Dear Miss Anderson

I saw in the paper where Miss Zigler was in Tampa some time back & tried to see her - but missed her - so am writing you.

I am a Parachute Rigger at Buckingham Field. Ft. Myers Fla. and when I went to the Parachute institution (I paid $150.00 for Course) and learned this course I understood that Riggers began work at $15.00 a week & that after you had worked a certain time they were raised next to $1860.00 year. Well here at this field they have given the men raises

of $3.60. after 4 months
work. & have refused to
pay the ladies equal
raises. They say the men
have more responsibles
& expenses being heads
of families. in my case
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invalid husband & a
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men and doing as much work, as good work and in some cases more work than the men.

Miss Anderson I am a mother of a family and I have given a Son and a Son-in-law to the Service and I've given up my home work to go in War work and I in buying Bonds and giving spare time to red Cross work and I dont think it fair to discriminate in wages to women in work - where they can render just as good work as the men - But I dont know

of any step to take. so please advise me if there is any way out. This is not my case alone - but applies to all the Ladies in the Parachute Department and the Ladies can & do all the kind of work that the men do.

The commanding officer Captain Hayes & Lt. Schoelkopf & Gen. foreman R. J. Petty agreed that the men should get as their first raise $3.60 - making $1860.00 year & that the Ladies shouldent be paid that amount.

Yours very truly
Mrs. Cozzie K. Ford
641 Malian St. St. Augustine Fla.

COPY

Ft. Meyers, Florida
8-9-1943

Mary Anderson, Director
Women's Bureau
U. S. Department of Labor
Washington, D.C.

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Miss Anderson I am a mother of a family and I have given a son and a son-in-law to the Service and I've given up my home and I am buying bonds and giving spare time to Red Cross work and I don't think it fair to discriminate in wages to women in work where they can render just as good work as the men - But I don't know of any step to take - so please advise me if there is any way out. This is not my case alone - but applies to all the ladies in the Parachute Department and the ladies can and do all the kinds of work that the men do.

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Yours very truly
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641 Marian St.
Ft. Meyers, Florida

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Ft. Meyers, Florida
8-9-1943

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U. S. Department of Labor
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Yours very Truly

copy of this referred to JP Mitchell War Dept

COPY

Ft. Meyers, Florida
8-9-1943

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Women's Bureau
U. S. Department of Labor
Washington, D.C.

Dear Miss Anderson:

I saw in the paperwhere Miss Zigler was in Tampa some time back and tried to see her but missed her, so am writing you.

I am a parachute rigger at Buckingham Field, Ft. Meyers, Florida and when I went to the Parachute Institution (I paid $150 for course) and learned this course I understood that riggers began work at $1500 a year and that after you had worked a certain time they were raised next to $1860 a year. Well, here at this field they have given the men raises of $360 after 4 months work and have refused to pay the ladies equal raises. They say the men have more responsibilities and expenses being heads of families - in my case I am sole support of my family - I also have an invalid husband and a chiled crippled from infantile paralysis and I have to furnish the whole support. So it seems very injust to discriminate against the women in the Dept. especially since the women are working by the side of the men and doing as much work, as good work and in some cases more work than the men.

Miss Anderson I am a mother of a family and I have given a son and a son-in-law to the Service and I've given up my home and I am buying bonds and giving spare time to Red Cross work and I don't think it fair to discriminate in wages to women in work where they can render just as good work as the men - But I don't know of any step to take - so please advise me if there is any way out. This is not my case alone - but applies to all the ladies in the Parachute Department and the ladies can and do all the kinds of work that the men do.

The Commanding officer Captain Hayes, and Lt. Schoelkopf and General Foremen R.J.Perry agreed that the men should get as first raise $360 making it$1860 a year and that the ladies shouldn't be paid that amount.

Yours very truly
Mrs. Cozzie K. Ford
641 Marian St.
Ft. Meyers, Florida

COPY

718 Louden Ave.,
Dunedin, Fla.
August 10, 1943.

Mary Anderson, Director,
Women's Bureau
U. S. Department of Labor
Washington, D. C.

Dear Miss Anderson:

Your letter very much appreciated. We hear of these agencies and they seem so vague, so to receive such prompt action gives us a sense of gratitude that our government does protect the little people from injustice and opportunists.

Since writing you I have been forced to return home because of illness in my family. I'm trying to get a transfer to some point within commuting distance of home but am having some difficulty as I untactfully told the Lieutenant in charge of the Parachute Department that I expected the same wage as men when I did the same work. So, they may try to say I'm a "Bolshevik."

Whether I'm in the service or not, I shall be glad to give Miss Ziegler any assistance I can. If she is near Dunedin I will go to see her. If she plans to be in Ft. Myers, she may contact Mrs. O. A. Ford, 641 Marian St. as Mrs. Ford is on the night shift, she should see her before 3.30 in the afternoon. Will you forward this information to Miss Ziegler? I am sorry to trouble you but have lost her letter and don't know how to contact her.

Thanking you again for your interest, I am

Yours sincerely

Mrs. W. J. Christie.

Files

Copy sent Zieglers

WOMEN'S BUREAU
AUG 12 1943
DEPARTMENT OF LABOR

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Dunedin, Fla.
Aug. 10, 1943.

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Yours Sincerely

Mrs. W. J. Christie.

WAR DEPARTMENT – OCT. 1943

EXHIBIT I.

U. S. Department of Labor
WOMEN'S BUREAU
Washington

DECLASSIFIED
E.O. 11652, Sec. 3(E) and 5(D) or (E)
Authority 750127
By DR/SH NARS, Date 2/28/75

October 16, 1943

~~Confidential~~

To: Major Paul Hines, Chief, Labor Branch, Fourth Service Command,
U. S. War Department.

From: Martha Ziegler, Regional Representative, Women's Bureau, U. S. Department of Labor.

Recommendations for Improvement of Plant Facilities and Better Utilization of Workers (Predominantly Women) at the LaFollette Shirt Co., LaFollette, Tenn.

(A more extensive report, giving additional information concerning the reasons for these recommendations will be submitted later).

Plant Layout and Plant Housekeeping

1. Workers on some operations on the overcrowded second floor should be moved to the first floor where all space is not being utilized. Probably the most feasible way to relieve the congestion would be to move the final examiners, the repair sorters, and the sewing machine operators doing mainly repair work to the first floor. Men operating pocket creasing machines and some women doing notching and turning operations might also be moved to the first floor. At least these operations should be moved from their present locations near the women's wash room and coat room, especially since additional space is needed for expanding these facilities.

2. Special investigation needs to be made concerning the possible fire hazards under present conditions. In this connection the relief of overcrowded conditions would make it easier to evacuate workers in case of any emergency.

3. More attention might well be given to general plant housekeeping as an aid to efficiency and to employee morale. Unused equipment, lumber, and miscellaneous debris should be collected and stored in one part of the factory to avoid cluttering up the women's coat room and various other parts of the factory with such material.

Women's Wash Room and Rest Room Facilities

1. Maintenance of existing wash room facilities:

   a. Increased efforts should be made to keep clean and to maintain in working order the 14 toilets now available for women on the second floor and the 3 toilets available on the first floor. Seats should be provided immediately for all toilets.

   b. The one wash bowl in the wash room on the second floor should be put in working order. (The one on the first floor is in use.) Soap dispensers and paper towels should also be placed in each wash room. (Hot water would of course be desirable if possible.)

   c. The active cooperation of the women workers in maintaining the wash room facilities in satisfactory condition should be sought through their union organization. There is reason to believe that many of the women are interested in the improvement of the wash room conditions but under present circumstances there is little incentive for the women to try to keep the wash rooms clean. Certain improvements need

to be made by the company to encourage the women. The U. S. Employment Service and the union may be able to help the plant officials find a tactful and competent woman to supervise the cleaning of the wash rooms and to educate the women workers gradually, if need be, in the care of the facilities.

2. Provision of additional facilities:

a. The Women's Bureau standard of 1 toilet for every 15 women workers might be very hard to attain in this plant but certainly more than 17 toilets are needed for a work force of roughly 550 women. (The actual number probably varies considerably above and below this at different times.) The actual distribution of additional toilet facilities should be based upon the general distribution of women workers between the first and second floors, which will be changed somewhat if plant officials arrange to relieve congestion on the upper floor. By knocking out a wooden partition in the wash room on second floor, this room could be extended to include a private toilet which was reported to be unused.

b. Additional space is needed for more washing facilities. Probably these could be provided most easily and most economically by the installation of a few washing fountains or troughs.

c. The room adjacent to the second floor wash room in which women have been hanging their coats should be cleaned and made larger, as a minimum enough hooks should be available for coats. Also some chairs should be placed in this room and a table or two at which those women who bring their lunches could eat. (If more space for such facilities is available on the first floor, this would also be feasible. Also see the suggestion made at the end concerning the NYA building.)

d. Ideally it would also be desirable to have a small room containing a few cots on which some women could rest during their lunch hours or at brief periods at other times if necessary. Such facilities might aid considerably in keeping women on their jobs.

(Note - Under lease arrangements it is understood that the plant management is responsible for the maintenance of existing washing and toilet facilities but that the city, as owner of the property, would have to be asked to provide any new toilet facilities.)

Miscellaneous Suggestions Concerning Re-Organization of Plant Jobs and Work Systems.

1. The fatigue of numerous women could be reduced and their efficiency increased by the provision of seats at their work stations. By re-arranging work in the floor space and by making some minor changes, it should be possible to provide seats for quite a number of women, including final examiners, inspectors, clippers, buttoners, folders, sorters, stampers, and some machine operators who now stand. On some simple jobs the possibility of rotating workers where some jobs require standing and others do not should also be considered.

2. Efforts should be made to train a good many women to be proficient on more than one job and to develop a corps of utility operators to avoid the development of bottlenecks in production.

3. It would seem advisable to start inexperienced sewing machine operators on the simpler jobs as far as possible rather than to start some of them on the most difficult operations.

(Plant officials reported that it has been difficult to get workers to change jobs, even in emergencies. The cooperation of the union should be sought in explaining to the workers the desirability of maintaining an even flow of production in all sections. If some workers, particularly those on piece work, seem reluctant to take unfamiliar jobs in an emergency because they fear that their normal earnings will be cut, arrangements should be made to overcome this difficulty.)

Establishment of a Personnel Department

1. Authority and responsibility for handling personnel problems needs to be centralized under one individual who can give full time to the work. Since most of the employees are women, the employment of a capable and tactful woman with good educational background and experience is recommended. The woman "personal investigator" already hired could be a useful assistant to a more highly trained person who might have to be brought from outside the immediate region (though this is not inevitable perhaps).

2. Work to be handled by or under the direction of personnel director might well include the following:

   a. Interviewing and selecting of new workers.
   b. Inducting new workers. (The induction training program recommended by officials of WMC is desirable but needs to be carried out within the company by a capable person.)
   c. Keeping records concerning absenteeism, turn-over, sickness, etc.
   d. Conferring with women concerning their personal problems and looking into grievances brought to management by the union committee. (This should be worked out with the Union.)
   e. Conducting exit interviews. (Serious consideration needs to be given to the possibility of limiting or checking in some way the right of superintendents or foremen to fire workers summarily.)

A woman personnel director could also check frequently on the maintenance of the women's wash room facilities and could assist probably in the carrying out of some other recommendations made in this report. Such a person should be able to help the company with a great many of its problems so far as workers are concerned.

Note Concerning Former NYA Building

At present a building which was formerly used by the NYA and which is only a few steps from the entrance to the LaFollette Shirt Co. is standing idle. This building is also owned by the city.

The plant manager said that some negotiations were started with the city with a view to setting up a production unit on which Negro workers would be employed. Further consideration might well be given to this project.

However, if the company has definitely abandoned this plan, this empty building might be found useful in various other ways. For example, a small training unit might be set up where young and totally inexperienced workers could be trained on production for a few days before being placed in the noise and confusion of the main stitching department.

This building might also be used, (if it is not used for other purposes) as a rest room and lunch room or canteen for all workers. Tables and chairs could be placed in the room and a coca cola machine and perhaps some other vending machines. Perhaps arrangements could be worked out to have milk, hot coffee, soup, etc., available at the lunch hour. If this building were available, consideration might be given to the establishment of definite rest periods morning and afternoon (staggered somewhat by sections or departments) so that workers could leave the main building to smoke and to get a brief period of relaxation. (It is possible, as a matter of fact, that space could be found for a small room of this type on the first floor of the main factory building.)

Confidential LaFollette Shirt Co., LaFollette, Tenn.

Number of Persons Earning Wages During One or More Pay Roll Periods from Jan. 1, 1943 through Sept. 18, 1943 Who Left the Company's Employment Prior to Sept. 19, 1943.

Number of Pay Periods Employed *	Women	Men	Total
** 1	184	17	201
2	91	17	108
3	67	7	74
4	34	9	43
5	35	4	39
6	39	2	41
7	29	1	30
8	30	0	30
9	20	0	20
10	20	1	21
11	5	2	7
12	9	1	10
13	8	0	8
14	6	0	6
15	12	4	16
16	7	0	7
17	7	0	7
18	5	0	5
19	5	0	5
20	8	0	8
	621	65	686

* Each pay-period represents two weeks. An individual was counted as employed during a pay-period if any wages were earned during that period. However, many employees worked less than full-time.

** Some people in this group worked only a few days.

(Note - Total number of workers on payroll 9/19/43 - 10/2/43, about 640.)

War Dept

October 21, 1943

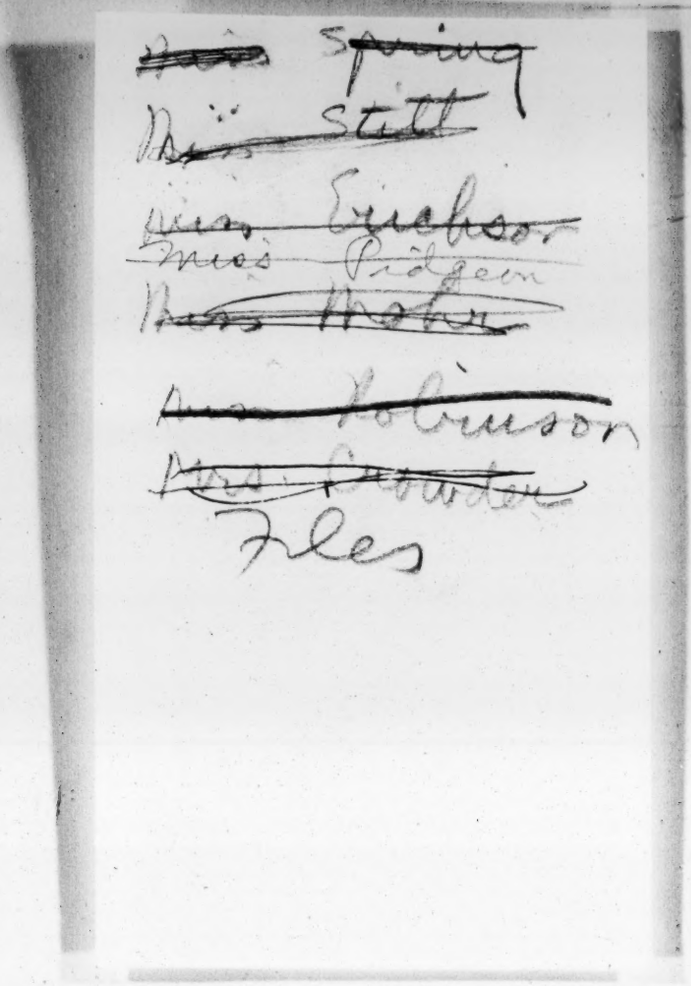
Air Service Forces,
War Department,
Washington, D. C.

A letter from

Miss Harriett Andrews,
2645 Girard Ave.,
Evanston, Ill.

Wants information on the
Women's Auxiliary Ferry Comm

WAAC Department — Nov. 1943


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War Dept

WAR DEPARTMENT
Headquarters Army Service Forces
WASHINGTON

SPGC-C

WOMEN'S BUREAU
NOV 30 1943
DEPARTMENT OF LABOR

27 November 1943

Miss Mary Anderson, Director
Women's Bureau
U. S. Department of Labor
Washington, D. C.

My dear Miss Anderson:

As requested by your department, inclosed are excerpts from "A Guide to the Immediate and Maximum Utilization of Womanpower" which is soon to be published by the Industrial Personnel Division, Army Service Forces.

Very truly yours,

James P. Mitchell

JAMES P. MITCHELL
Director
Industrial Personnel Division

1 Inclosure:
Excerpts.



Headquarters Army Service Forces

SPGC-C 27 November 1943

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PRELIMINARY STEPS

The following steps should be taken in any installation prior to the employment of women:

1. Consult with foremen, supervisors and employment representatives relative to the need for and possibility of extending the use of women effectively.

2. Make preliminary survey of local availability of women.

3. Arrange for conversion of existing sanitary and locker room facivilities to accomodate women or for installation of adequate new facilities where needed.

4. Familiarize management and supervisory forces with the basic differences between men and women as related to employment.

SELECTION AND PLACEMENT-QUALIFICATIONS

Determine qualification for employment by considering:

1. Experience. Women with previous work experience adjust to job and working conditions more quickly. For those without work experience wherever possible, match hobby or household tasks having elements similar to job requirements.

2. Education. Minimum level required for the job.

3. Physical characteristics and special qualifications. Match to job requirements.

4. Age. Check state labor laws.

5. Marital status. Consider home responsibilities, also availability of suitable community child care centers.

6. Attitude. Check attitudes after hazardous or unpleasant elements of suggested jobs have been explained. Use of non-restricted photographs of jobs is suggested when practicable.

SELECTION AND PLACEMENT-METHODS

1. Personal interview.

   a. Women interviewers are desirable.

   b. Disclose health history; work experience; pre-employment training; home situation; civic duties; special skills (hobbies, club leadership) special training.

2. Tests. Intelligence; aptitude; such as dexterity, mechanical, skill, etc.

3. Pre-employment medical examination. Determine physical disabilities, handicaps, etc.

4. Job requirements. Select applicants with qualifications to fit the job.

5. Personal references.

JOB REQUIREMENTS

Write up the woman's job, with special consideration to following conditions.

1. Degree of physical exertion required.

2. Knowledge or skill required, including use of special mechanical aide.

3. Exposure to moving machinery or other operational hazards or discomforts.

4. Amount of sitting or standing involved in the operation of jobs.

5. Unusual physical requirements, such as height, arm extension, weight, good eyesight.

JOB BREAKDOWN

1. Analyze work elements of job in sequence.

2. List principal steps in operations.

3. List KEY POINTS.

4. Remove elements of job not suitable for women.

5. Reorganize job to be suitable for women.

6. Rearrange workplace and working equipment of job where practicable.

7. Install mechanical aids.

8. Give special emphasis to safety.

9. Set wage rates, based on equal pay for equal skill and performance.

10. Use wage administration and classification procedures.

INDUCTION

1. Prepare for induction of women by prior discussion with foremen and any employee representatives.

2. Emphasize good safety practice for women such as proper manner of lifting; suitable work clothes; proper use of safety devices.

3. Acquaint new employee with location of washroom, locker room, cafeteria, hospital, etc.

4. Instruct women in special rules of the plant and department assigned.

5. Introduce them to other members of the work group. Make them feel welcome.

6. Explain wage rates and payment systems clearly. Women are usually unfamiliar with them and often find them difficult to understand.

7. Early and methodical follow-up of employees' adjustment to the job.

HEALTH AND MEDICAL CARE

1. Basic medical procedure for good personnel program.

2. Pre-placement medical examination by physician to determine unusual physicial conditions peculiar to women.

3. Registered nurse.

4. Well equipped dispensary.

5. Immediate follow-up of occupational disabilities.

6. Periodic medical examination after employment where special hazards exist.

7. Health training program, with primary emphasis on nutrition.

SAFETY

1. Safety rules pertinent to women must be emphasized during induction period.

2. Incorporate good safety practice with "on-the-job" training.

3. Adequate safety devices for jobs converted for women.

4. Train in proper lifting methods, caution amount and height lifted. Check state laws.

5. Clothing

   a. Work clothing safe for the occupation.

   b. Closed toe, low-heeled shoes. (Rubber heels undesirable on slippery flooring).

   c. Loose hair protected by suitable headgear.

   d. Bracelets, rings, necklaces not to be worn.

e. All protective clothing and equipment for male employees.

HOURS AND WAGES

Recommended program

1. 48-hour workweek, 8 hour day, 6 day week.

2. One day off in seven.

3. On 24-hour schedule, give consideration to rotating not more frequently than every 3 months.

4. Give consideration to placing women with home responsibilities on shifts most convenient for them.

5. Check state laws.

6. Where practicable, consider part-time schedule.

7. Wages determined by wage administration procedure.

8. Part-time shifts.

SUPERVISION

1. Emotional stability being more variable in women than in men, women work best under tactful and understanding supervision.

2. Supervisors should take into consideration some important differences between men and women, as for example:

   A. Women resent any evidence or appearance of favoritism.

   b. Women require closer supervision when assigned to tasks involving unfamiliar mechanical equipment.

3. Especial promptness in dealing with women's grievances is essential.

WORKING CONDITIONS

1. Washrooms. Hot and cold water, soap, toilets, wash bowls, conveniently located, one to every 15 women, paper towels, sanitary napkin dispensers, showers wherever work is arduous or dirty.

2. Restrooms. Attractive, quiet and clean. Easy chairs and cots.

3. Adequate restroom supervision by matron.

4. Lunchrooms. Accessible cafeteria or movable food carts with inexpensive nutritious foods.

5. Lunch and rest periods. Lunch periods should not be shorter than thirty minutes.

6. Seats and work benches. Adjustable to worker and job.

7. Lighting. Special lighting where required.

TRANSPORTATION

1. Cooperate with local transportation agencies to facilitate suitable bus schedules.

2. Arrange for schedules which will reduce waiting time particularly at dark, isolated bus stops.

3. Stops should be convenient to installation to avoid too long walk, particularly on odd shifts.

4. Employment of members of family or women friends of present employees facilitates car pooling.

5. Stagger work hour schedules in badly congested areas.

6. Secure War Department transportation if necessary.

7. Where women live in dormitories on the installation grounds, adequate and frequent transportation to the work place and to shopping and recreational facilities must be provided for.

8. Information files on car-pooling and other transportation aids should be kept up-to-date.

Files
War Dept

WAR DEPARTMENT
HEADQUARTERS ARMY SERVICE FORCES
WASHINGTON

SPGC-C

27 November 1943

WOMEN'S BUREAU
NOV 29 1943
DEPARTMENT OF LABOR

Mrs. Rachel F. Nyswander
Room 1320
Women's Bureau
U. S. Department of Labor Building
Washington, D. C.

Dear Mrs. Nyswander:

Enclosed are excerpts of material used in "A Guide to the Immediate and Maximum Utilization of Womanpower" which is soon to be published by the Industrial Personnel Division, Army Service Forces.

We appreciate this opportunity to cooperate with the Women's Bureau and hope you will call upon us in the future if a need presents itself.

Sincerely yours,

Ellen M. Davies

ELLEN M. DAVIES
Consultant
Industrial Personnel Division
Army Service Forces

1 Incl.
Excerpts.



Feb 1, 1944.
These sections attached are used word for word in what finally came out as "A Guide to ..."
251

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Files
War Dept

November 20, 1943.

Mrs. Lily Lykes Shepard, News Writer,
Women's Interests Section,
Publications Branch,
War Department,
Bureau of Public Relations,
Washington, 25, D. C.

11/20 being circulated & be filed in Statistical

My dear Mrs. Shepard:

I want to thank you very much for sending us your interesting account of women employees at the New York Port of Embarkation.

At the moment we do not plan to use it in our publicity work but in case we want to use a quotation for a speech or article we shall observe strictly the rules regarding the name of the port.

Sincerely yours,

MA/RFN/nb

Mary Anderson, Director.

Return to Robinson

WAR DEPARTMENT
BUREAU OF PUBLIC RELATIONS
WASHINGTON 25

WOMEN'S BUREAU
NOV 1 8 1943
DEPARTMENT OF LABOR

17 November 1943

Miss Mary Anderson
Chief, The Women's Bureau
Department of Labor
Washington, D. C.

Dear Miss Anderson:

During a visit recently arranged to the New York Port of Embarkation for the women writers of the press and radio by the Women's Interests Section, Bureau of Public Relations, attached remarks were made by the officer in charge of personnel for that Army installation. Copies of his informal talk were given the visitors.

Thinking you might like to have these data this date because (1) due to security reasons, material concerning the New York Port of Embarkation has been limited; (2) publication of the officer's resume in any media today must be briefed, I am forwarding it to you for your own flies.

I would like to call your attention to the restriction about use of this information. If it is published or used in public speaking of any sort, identification of the Port must be eliminated. It is proper to refer to it, in such an instance, as a "large port of embarkation on the Eastern seaboard." This restriction also covers any mention of the physical characteristics or locality of the Port or any of its geographical components.

Sincerely,

(Mrs.) Lily Lykes Shepard
LILY LYKES SHEPARD
News Writer
Women's Interests Section
Publications Branch

Incl.
Article



Memo in re Long
Inv. suggests
9/25/42 date
to Schafer
11/2/43

11/27/42
Letters on submitting
a script to
Chief of Ordnance
& from Public
Relations Dept —
War Dept.
to Nienburg

WOMEN'S BUREAU
U.S. Department of Labor
Washington

We are sending you the parts of our study of office workers which have become available. As other sections dealing with conditions in Los Angeles, Kansas City, Richmond, and Philadelphia are received, they will be mailed to you.

(WO 42-60)

War Dept

WAR DEPARTMENT

HEADQUARTERS ARMY SERVICE FORCES

WASHINGTON

WOMEN'S BUREAU
NOV 9 1943
DEPARTMENT OF LABOR

SPGC-L 291.9

8 November 1943

Copy sent to Mrs Swenson 11/9 BAB

Miss Mary Anderson, Director
Women's Bureau
U.S. Department of Labor
Washington, D. C.

Dear Miss Anderson:

This is with reference to your memorandum of 25 September 1943 in which you state that Mrs. Mary Morrow, Director of Women's and Children's Hours and Wages, Department of Labor and Industry, Harrisburg, Pennsylvania, informs you that Lt. R. D. Scarlett, York Sub Office, Philadelphia Ordnance District, War Department, had directed the Armstrong Cork Company of Lancaster, Pennsylvania to put a certain section of their women on a 65 hour work week.

Upon receipt of your memorandum, this office initiated an investigation into this matter through the Office of the Chief of Ordnance.

We are advised that this plant was not directed to employ women workers on a 65 hour work week, but was requested to continue operations beyond the normal work week in order that production schedules for 40 M/M Steel Cartridge Case could be met.

It is stated that Lt. R. D. Scarlett of the Ordnance Department merely volunteered to assist the Armstrong Cork Company to establish the necessity of overtime operations and did not direct the company to work women employees 65 hours per week as was alleged.

Permission was granted to the Armstrong Cork Company by the State authority to work female employees on a 56 hour work week during the last of September. This concession was entirely satisfactory.

Mrs. Mary Rice Marrow, Director of Women's and Children's Hours and Wages, Department of Labor & Industry, Harrisburg, Pennsylvania, stated that she felt Washington should be informed of this matter for the purpose of establishing a ceiling of working hours and it was agreed that relaxations beyond 56 hours should not be granted.



We are also informed that Mrs. Marrow stated that Lt. Scarlett did not make any statement beyond that which could be reasonably accepted as within the scope of his authority and that the Philadelphia Ordnance District has always cooperated with the Department to the fullest extent.

For the Director, Industrial Personnel Division:

Very truly yours,

JOHN E. O'GARA
Colonel, General Staff Corps
Chief, Labor Branch
Industrial Personnel Division

C
O
P
Y

WAR DEPARTMENT
Headquarters Army Service Forces
Washington

SPGC-L 291.9

8 November 1943

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Women's Bureau
U. S. Department of Labor
Washington, D. C.

Dear Miss Anderson:

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For the Director, Industrial Personnel Division:

Very truly yours,
JOHN E. O'GARA
Colonel, General Staff Corps
Chief, Labor Branch
Industrial Personnel Division

~~Mrs. Batson~~
Miss Robinson
to file
War Dept

HEADQUARTERS
FERRYING DIVISION - AIR TRANSPORT COMMAND
CINCINNATI 2, OHIO

In reply refer to: FER/PRO/WRG/jv

5 November 1943

Women's Bureau
U. S. Department of Labor
Washington 25, D. C.

Attention: Mary Anderson, Director

Dear Miss Anderson:

This will acknowledge your letter of 2 November 1943 ~~in~~ which you request information as to the number of WASPs now engaged in ferrying planes for the Ferrying Division and to the ultimate goal of WASPs in this Division.

We regret that, due to a recent directive from the War Department, we are unable to release this information. It is suggested that you secure this information through regular Army channels from the Army Air Forces and the War Department Bureau of Public Relations in Washington, D. C.

Sincerely yours,

HAMLIN SMITHDEAL
Lt. Col., Air Corps
Executive

War Dept

November 3, 1943

Col. John E. O'Gara
Chief, Labor Branch
Industrial Personnel Division
Headquarters Army Service Forces
War Department
Washington, D. C.

My dear Col. O'Gara:

With further reference to my memorandum of September 25 and your reply of October 4, with respect to requests by War Department representatives in Pennsylvania for unduly long hours of work for women workers, I should like to call your attention to the fact that these requests are continuing. Two recently received by Mrs. Morrow, Director of Women and Children, were:

> Request from M. J. Mangold, Lieut., Air Corps, Area Labor Supply Office, Philadelphia Area, Public Ledger Bldg., 6th & Chestnut, Philadelphia, for a 10-hour day, 7 days a week, for a particular company, for 18 women welders.
>
> A manufacturing company making pants for the Army asked for 70 hours a week for their women employees.

Mrs. Morrow said that neither should have 70 hours. She feels that the War Department should instruct their representatives not to ask the Department of Labor for such long hours, which we all know defeat production. The Department is willing to go along on 54 or 56 hours for a limited time.

Sincerely yours,

Mary Anderson, Director

MA:IS

War Dept

WAR DEPARTMENT

HEADQUARTERS ARMY SERVICE FORCES

WASHINGTON

SPGC-L
291.9
9-25-43

WOMEN'S BUREAU
OCT 6 4 13
DEPARTMENT OF LABOR

4 October 1943

Mrs. Mary Anderson, Director
Women's Bureau
United States Department of Labor
Washington, D. C.

Dear Mrs. Anderson:

This will acknowledge receipt of your memorandum of 25 September 1943 with respect to requests by War Department representatives in Pennsylvania for unduly long hours of work for women workers.

We have referred this matter to the Branch of Service most directly involved and we shall keep you advised of the results of our inquiry.

We thank you for bringing this matter to our attention.

For the Director, Industrial Personnel Division:

Very truly yours,

JOHN E. O'GARA
Colonel, General Staff Corps
Chief, Labor Branch
Industrial Personnel Division



Copy to Miss 10/5

COPY

Extra copy

WAR DEPARTMENT

Headquarters Army Service Forces

Washington

4 October 1943

Mrs. Mary Anderson, Director
Women's Bureau
United States Department of Labor
Washington, D. C.

Dear Mrs. Anderson:

This will acknowledge receipt of your memorandum of 25 September 1943 with respect to requests by War Department representatives in Pennsylvania for unduly long hours of work for women workers.

We have referred this matter to the Branch of Service most directly involved and we shall keep you advised of the results of our inquiry.

We thank you for bringing this matter to our attention.

For the Director, Industrial Personnel Division:

Very truly yours,

John E. O'Gara
Colonel, General Staff Corps
Chief, Labor Branch
Industrial Personnel Division

War Dept

September 25, 1943

To: Mr. James P. Mitchell
Director, Industrial Personnel Division
Headquarters, Army Service Forces
Room 4-C-457 Pentagon Bldg.
Arlington, Virginia

From: Mary Anderson, Director
Women's Bureau

Subject: Requests by War Department representatives in Pennsylvania for unduly long hours of work for women workers.

I have had a letter from Mrs. Mary Rice Morrow, Director of Women and Children and Hours and Wages, Department of Labor and Industry, Harrisburg, Pennsylvania, in which she says:

> "The Armstrong Cork Company, Lancaster, just called me and stated that Lieut. R. D. Scarlett, York Sub Office, Philadelphia Ordnance District, War Department, has just directed them to put a certain section of their women on a 65 hour work week. They are sending us a copy of the "Directive". This company has cooperated with us, and I think they see the danger. The Lieutenant said that if they did not get the permission, he would."

Mrs. Morrow feels that the Army should check any requests for over 54 hours very carefully. The Department usually grants 54 and 56 hours for a limited time. She feels that representatives of the Army should not request such long hours, or direct any firm to go on such long hours, as that, we all know, would defeat production, even over a short period.

MA:IS

WAR DEPARTMENT - Dec. 1943

Files
War Dept

December 15, 1943

Col. James T. O'Connell
Chief, Civilian Personnel Branch
Industrial Personnel Division
War Department
Headquarters Army Service Forces
Washington, D. C.

Dear Colonel O'Connell:

I was very glad to get your letter in regard to our conference and the informal agreement that was reached at the meeting between representatives of your branch of the War Department and the Women's Bureau.

I want to thank you for making it possible for us to secure copies of Army Service Forces Regulations and Civilian Personnel Memoranda affecting the working conditions of women, which Mr. Wood will send to us. We will reciprocate by sending to ~~him~~, marked for the attention of Mr. Wood, publications of the Women's Bureau and any report concerned with Army Service installations.

With best wishes,

Sincerely yours,

Mary Anderson, Director

MA:IS

WAR DEPARTMENT

HEADQUARTERS ARMY SERVICE FORCES

WASHINGTON

SPGC-C

WOMEN'S BUREAU
DEC 6 - 1943
DEPARTMENT OF LABOR

4 December 1943

Miss Mary Andersen
Chief, Women's Bureau
Department of Labor
Washington, 25.

Dear Miss Andersen:

We were glad to learn from Miss Davies that an informal agreement was reached at a meeting between representatives of your Bureau and this Branch on 15 October, that the Women's Bureau and this Branch should exchange information on material issued by each affecting the employment of women.

Mr. V. Roger Wood, Acting Chief of Employee Relations, Civilian Personnel Branch, Industrial Personnel Division, will see that copies of Army Service Forces Regulations and Civilian Personnel Memoranda affecting the working conditions of women will be sent to you.

It is hoped that the Women's Bureau will send to us, attention of Mr. Wood, publications of the Women's Bureau and any report concerned with Army Service Forces installations.

For the Director, Industrial Personnel Division:

Very truly yours,

James T. O'Connell

JAMES T. O'CONNELL
Colonel, General Staff Corps
Chief, Civilian Personnel Branch
Industrial Personnel Division



SPGC-C

4 December 1943

Miss Mary Andersen
Chief, Women's Bureau
Department of Labor
Washington, 25.

Dear Miss Andersen:

We were glad to learn from Miss Davies that an informal agreement was reached at a meeting between representatives of your Bureau and this Branch on 15 October, that the Women's Bureau and this Branch should exchange information on material issued by each affecting the employment of women.

Mr. V. Roger Wood, Acting Chief of Employee Relations, Civilian Personnel Branch, Industrial Personnel Division, will see that copies of Army Service Forces Regulations and Civilian Personnel Memoranda affecting the working conditions of women will be sent to you.

It is hoped that the Women's Bureau will send to us, attention of Mr. Wood, publications of the Women's Bureau and any report concerned with Army Service Forces installations.

For the Director, Industrial Personnel Division:

Very truly yours,

JAMES T. O'CONNELL
Colonel, General Staff Corps
Chief, Civilian Personnel Branch
Industrial Personnel Division

War Dept

December 27, 1944

Mrs. Warwick B. Hobart
Advisor, Employment of Women
Director of Civilian Personnel
Room 4 E 990, Pentagon Building
Washington, D.C.

Dear Mrs. Hobart:

I now have the promised report from Mr. Norbach of the Wage and Hour Division in Hawaii, and I will be glad to have you see it.

Will you call me so that we can fix a time to go over it which will be convenient to both of us.

Sincerely yours,

Frieda S. Miller,
Director

Phone: Executive 2420,
Extension 36

FSM:CM:gmc

War Dept.

November 29, 1944

Mrs. Warwick B. Hobart
Advisor, Employment of Women
Director of Civilian Personnel
Room 4 E 990, Pentagon Building
Washington, D. C.

Dear Mrs. Hobart:

At this moment I have nothing definite in the way of complaints relating to the employment of women in Hawaii, although we have had reports from our regional director in San Francisco of general conditions which led me to ask for specific reports from the Department of Labor representative on the Islands. I have not as yet received his reply, though it is said to be forthcoming. When I get something specific I will be glad to talk this over with you.

Sincerely yours,

Frieda S. Miller
Director

FSM:CM
eh

U. S. DEPARTMENT OF LABOR

WOMEN'S BUREAU

To—		From—	Re Attached Please—
	Anderson.		Approve
	Nienburg.		Comment
	Larrabee.		Note
	Benham.		Note and return
	Dern.		Reply
	Erickson.		Draft of reply
	Hyde.		Signature
	Manning.		Would like to discuss
	Mettert.		File
	Pidgeon.		
	Robinson.		Date
	Smith, F.		Note:
	Spring.		
	Stitt.		
	Files.		

OPO 16—24460

✓ Miller

WAR DEPARTMENT
CIVILIAN PERSONNEL DIVISION
OFFICE OF THE SECRETARY OF WAR
WASHINGTON, D. C.

November 22, 1944

WOMEN'S BUREAU.
NOV 23 1944
DEPARTMENT OF LABOR

Miss Frieda Miller, Chief
Women's Bureau
Department of Labor
Washington, D. C.

My dear Miss Miller:

The Chief of our Overseas Branch has just informed me that a report has been rendered to your Women's Bureau on conditions of employment of women in the Hawaiian Air Depot. Because we understand this report carries some adverse remarks, we are very anxious to see it and would appreciate your securing it for us for review. With kindest personal regards.

Sincerely yours,

Warwick B. Hobart

(Mrs.) Warwick B. Hobart
Advisor, Employment of Women
Director of Civilian Personnel
Room 4 E 990, Pentagon Building

FOR VICTORY
BUY UNITED STATES WAR BONDS AND STAMPS

War Dept

December 9, 1943.

Capt. G. R. Hallam
Military Personnel Branch, War Department
Room 3E339, Pentagon Building
Arlington, Va.

Dear Captain Hallam:

We are enclosing herewith the typed copies of the tables on women in clerical work, which we promised in our telephone conversation yesterday to send you.

Very truly yours,

Mary V. Robinson, Chief,
Information Division.

War Dept

December 2, 1943

Miss Ann R. Taylor
Womanpower Unit
Employee Relations Section (5-C-47475)
Army Service Forces, War Department
Pentagon Building
Arlington, Virginia

My dear Miss Taylor:

I received the Army Service Forces Circulars and Memoranda relating to working conditions of men and women, and want to thank you for sending them. I think that it is important that representatives of our field staff have copies of these memoranda, and I am wondering if it would be possible for you to send me 15 sets of the same material which you sent me on November 27. We will appreciate this very much, and thank you for your interest and cooperation.

Sincerely yours,

Louise Stitt, Director
Division of Minimum Wage

War Dept.

December 4, 1943

Routed to Special Staff. Naval Women files

Mr. James P. Mitchell, Director
Industrial Personnel Division
Headquarters Army Service Forces
Washington, D.C.

My dear Mr. Mitchell,

I want to thank you for sending us the excerpts from "A Guide to the Immediate and Maximum Utilization of Womanpower", soon to be published, so that we could use quotations from this in a forthcoming pamphlet we are issuing, addressed mainly to employers hiring women for the first time. It was the section on supervision that interested us especially, as we wished to have direct quotations from the Amry Service Forces instructions and from the instructions on supervision sent by the Assistant Secretary of Navy to all Naval shore establishments. We very much appreciate the ready cooperation of Miss Davies in helping uswith this and your promptness in getting us a copy.

Sincerely yours,

Mary Anderson, Director

WAR DEPARTMENT 1944

files

December 11, 1944

Colonel E. S. Mathews
Chief, Civilian Personnel Division
Ordnance Department
War Department
Washington, D.C.

Attention of:
SPOGC

Dear Colonel Mathews:

Thank you very much for your comments on our report entitled "Employment of Women in Army Supply Depots in 1943."

Your suggestions are excellent and changes in the text have been made to cover them.

With much appreciation,

Very truly yours,

BMN:eap

Frieda S. Miller
Director

ALL COMMUNICATIONS SHOULD BE ACCOMPANIED BY CARBON COPY AND ADDRESSED TO

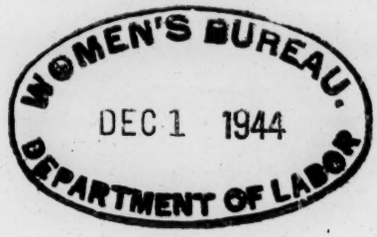
TO INSURE PROMPT ATTENTION
IN REPLYING REFER TO:

_____ NO. _____

ATTENTION OF
SPOGC

WAR DEPARTMENT
OFFICE OF THE CHIEF OF ORDNANCE
WASHINGTON, D. C.

30 November 1944



Miss Frieda S. Miller
Director, Women's Bureau
U. S. Department of Labor
Washington 25, D. C.

Dear Miss Miller:

This office has studied the report "Employment of Women in Army Supply Depots in 1943" and finds it complete and containing much valuable information.

The Ordnance Department is highly pleased with the results obtained by its women employees. We have found them a most effective work force.

I would like to make two minor suggestions:

a. Stress need for training in "Methods Improvement" for supervisors in order to help them rearrange work or simplify it to make it easier and safer for women workers.

b. Eliminate statements "better than men" as quoted by some of those interviewed and change the absenteeism remark to something to the following effect, "The absenteeism rate in depots was surprisingly small, being only slightly higher than for men. As management and employees gained experience, absenteeism rates decreased."

Very truly yours,

E. S. Mathews

E. S. MATHEWS
Colonel, Ordnance Department
Chief, Civilian Personnel Division

4303



1 Incl.
Report

War Dept Files

YANK

THE ARMY WEEKLY

WOMEN'S BUREAU
NOV 21 1944
DEPARTMENT OF LABOR

IN REPLY
REFER TO

205 EAST 42nd STREET
NEW YORK 17, N. Y.
PHONE: MURRAY HILL 5-8383

1090 National Press Bldg.
Washington, 4, D.C.
20 November 1944

Miss Mary Robinson,
Womens Bureau,
Room 1316,
Department of Labor,
Washington, 25, D.C.

Dear Miss Robinson,

Enclosed herewith is the typewritten material which you lent us last Thursday. We appreciate your assistance, and we will send you a copy of our story when it appears.

Sincerely,

Richard H. Paul

Sgt. Richard H. Paul,
Washington Bureau.

Files
War Dept

October 31, 1944

Lieutant Colonel E. S. Mathews
Chief, Civilian Personnel
Ordnance Division
War Department
Washington, D. C.

My dear Colonel Mathews:

When the War Department issued orders for the employment of women in Army Supply Depots, several of such depots called upon the Women's Bureau to assist them in determining the jobs in which women could be employed and the conditions under which they should be employed. While our service to the depots was primarily of a consulting nature, reports were filed in our office concerning the findings. It has seemed advisable to bring these reports together into one general report for such guidance value as this may have in the future.

We would appreciate it if you would have someone on your staff read this report and confer with us concerning any suggestions or criticisms you may have.

Very truly yours,

Frieda S. Miller, Director.

Enclosure: Employment of Women in Army Supply Depots in 1943.
BMN:LW

War Dept

25

October 7, 1944

Refer to: SPMC-IN

Major Edith A. Aynes
Chief, Army Nurse Branch
Army Service Forces
Office of the Surgeon General
Washington 25, D.C.

Dear Major Aynes:

I appreciate the thoughtfulness of Mrs. Shepard in suggesting that I receive a copy of The Army Nurse and your cooperation in sending it to me.

We can well be proud of the part played by the military nurse in our country's history.

Sincerely yours,

Frieda S. Miller, Director

MH

SAVE

ALL COMMUNICATIONS SHOULD BE ADDRESSED TO "THE SURGEON GENERAL, U. S. ARMY, WASHINGTON 25, D. C."

FOR VICTORY BUY UNITED STATES WAR BONDS AND STAMPS

IN REPLY REFER TO SPMC-IN

ARMY SERVICE FORCES
OFFICE OF THE SURGEON GENERAL
WASHINGTON 25, D. C.

WOMEN'S BUREAU
OCT 6 - 1944
DEPARTMENT OF LABOR

5 October 1944.

U. S. DEPARTMENT OF LABOR
WOMEN'S BUREAU

To—		From—	Re Attached Please—
	Anderson.		Approve
	Nienburg.		Comment
	Larrabee.		Note
	Benham.		Note and return
	Dern.		Reply
	Erickson.		Draft of reply
	Hyde.		Signature
	Manning.		Would like to discuss
	Mettert.		File
✓	Pidgeon.		
	Robinson.		Date
	Smith, F.		Note: Miss Muller has not seen, but won't have time to-
	Spring.		
	Stitt.		
	Files.		

OPO 16—24460

suggest you take care of acknowledgment + keep for Pub. Dup. use — SAS

Shepard, Women's
are sending you a
rmy Nurse. This
sonal use. At any
e to you, we shall

truly yours,

INFORMATION DIVISION

TH A. AYNES,
jor, A. N. C.,
Army Nurse Branch.

SAVE

ALL COMMUNICATIONS SHOULD BE ADDRESSED TO "THE SURGEON GENERAL, U. S. ARMY, WASHINGTON 25, D. C."

FOR VICTORY BUY UNITED STATES WAR BONDS AND STAMPS

IN REPLY REFER TO SPMC-IN

ARMY SERVICE FORCES
OFFICE OF THE SURGEON GENERAL
WASHINGTON 25, D. C.

WOMEN'S BUREAU
OCT 6 - 1944
DEPARTMENT OF LABOR

5 October 1944.

Miss Fridia Miller,
Women's Bureau,
Dept. of Labor,
Washington, D. C.

Dear Miss Miller:

At the suggestion of Mrs. Lily Shepard, Women's Interest Section, War Department, we are sending you a copy of our recent publication The Army Nurse. This book is for your information and personal use. At any time this office can be of assistance to you, we shall be most happy to do so.

Very truly yours,

TECHNICAL INFORMATION DIVISION

Edith A. Aynes

EDITH A. AYNES,
Major, A. N. C.,
Chief, Army Nurse Branch.

Incl - 1

War Dept

FOR VICTORY BUY UNITED STATES WAR BONDS AND STAMPS

HEADQUARTERS, ARMY SERVICE FORCES
WASHINGTON 25, D. C.

28 SEP 1944

Mrs. Marguerite W. Zapoleon,
Labor Economist,
U. S. Department of Labor,
Washington 25, D. C.

Dear Mrs. Zapoleon:

Your letter of 25 September in reference to Pre-Induction Training literature has been received. Your complimentary remarks are appreciated.

The distribution of Pre-Induction Training materials is made by the service commands, therefore it can be assumed that Miss Abigail Peck will receive a copy of PIT-1 "Essential Facts About Pre-Induction Training" as well as other literature through regular channels.

Inclosed are three (3) copies of our "Statement of Pre-Enlistment Training Needs of the WAC" which you requested. If this office can be of further assistance, please do not hesitate to call upon us.

I gave a copy to Mrs Hyatt Mary

Sincerely,

Roy T. Rouse

ROY T. ROUSE
Colonel, G. S. C.,
Asst. to Dir., Troop Tng. Div., ASF

1 Incl.
(trip)

Jles

War Dept.

September 25, 1944

Colonel Roy T. Rouse, G.S.C.
Assistant to the Director
Troup Training Division
Army Service Forces
Pentagon Building
Washington 25, D. C.

Dear Colonel Rouse:

Thank you very much for sending me the useful bulletin on Pre-Induction Training. I am sure that it will be extremely helpful to the boys and girls in the high schools who are planning to enter the Army.

Some time ago I telephoned the Pre-Induction Training Section asking that material of this kind be sent to Miss Abigail Peck, who wrote to us concerning sources of this kind of information along with another request. I doubt if this newly issued bulletin was available at that time and wonder if you would mind sending a copy of it to Miss Peck at Army Service Forces, First Service Command, Boston Armed Forces Induction District, 1065 Commonwealth Avenue, Boston 15, Massachusetts. She has been reffrred to Captain Zehrer, at First Service Command, but I am sure she would appreciate a copy directly if the distribution is direct from Headquarters in this case.

She would also be especially interested in the statement of "Pre-Enlistment Training Needs of the Wac" mentioned on page 10 of the Bulletin. We should also like to have several copies of that for use in both the Research and Information Divisions here.

We very much appreciate your cooperation and, as you know, you can always count on ours in your important program.

Yours sincerely,

Marguerite W. Zapoleon (Mrs. L.B1)
Labor Economist

MW2/ml

9/15144

HEADQUARTERS, ARMY SERVICE FORCES
WASHINGTON 25, D. C.

14 SEP 1944

Mrs. Marguerite Zapoleon,
Room 1216, Labor Department,
Washington, D. C.

Dear Mrs. Zapoleon:

Recognizing your interest in the War Department's program of Pre-Induction Training, we take pleasure in sending you the inclosed copy of PIT-1, "Essential Facts About Pre-Induction Training".

This bulletin presents a concise but comprehensive statement of the Army's needs for pre-induction training, and outlines the War Department policies followed in promotion of the Pre-Induction Training Program. Copies of the bulletin are being sent to 28,000 high schools of the nation.

We appreciate the cooperation you have always given this office, and we know your assistance will continue so long as pre-induction training continues to be an urgent need of the Army.

Sincerely yours,

Roy T. Rouse

ROY T. ROUSE
Colonel, G. S. C.,
Asst. to Dir., Troop Tng. Div., ASF

1 Incl.

For the Director of Military Training:

CROSS REFERENCE SHEET

Name or Subject

War Dept

File No.

Regarding

Release of figures on empl. in the aircraft Industry from O. W. I to B. L. S

Oct 12. 1944

see memo from H. B. Byer

SEE

Name or Subject

B. L. S.

File No.

213

File cross reference form under name or subject at top of the sheet and by the latest date of papers. Describe matter for identification purposes. The papers, themselves should be filed under name or subject after "SEE."

CAT. NO. 6703 FILING EQUIPMENT BUREAU

File

War Dept

September 21, 1944

Dear Mrs. Hobart:

I was sorry to find on my return from New York yesterday afternoon that it would not be possible for you to keep our engagement for this afternoon, but I appreciate the needs for unanticipated changes in your schedule and will look forward to seeing you on your return.

Sincerely yours,

Frieda S. Miller, Director

FM:IS
Mrs. Warwick B. Hobart
Adviser, Employment of Women
Director of Civilian Personnel
War Department
Washington, D. C.

WAR DEPARTMENT
CIVILIAN PERSONNEL DIVISION
OFFICE OF THE SECRETARY OF WAR
WASHINGTON, D. C.

September 16, 1944

WOMEN'S BUREAU
SEP 18 1944
DEPARTMENT OF LABOR

Miss Frieda Miller
Woman's Bureau
Department of Labor
Washington, D. C.

My dear Miss Miller:

A hurry call to some of our installations will take me out of town this next week and so make impossible my keeping our engagement on Thursday, Sept. 21st. As soon as I return to town, which is somewhat indefinite I shall give you a ring and hope to make a new engagement.

Sincerely yours,

Warwick B. Hobart.

(Mrs.) Warwick B. Hobart
Advisor, Employment of Women
Director of Civilian Personnel

FOR VICTORY
BUY
UNITED
STATES
WAR
BONDS
AND
STAMPS

September 6, 1944

Mrs. Warwick B. Hobart
Adviser, Employment of Women
Director of Civilian Personnel
Room 4 E 990, Pentagon Building
Washington, D. C.

Dear Mrs. Hobart:

One of the nice things about changing one's job is that it brings muchamessages as yours from folks whom otherwise one meets too rarely. I am delighted to hear that you are working with the War Department on the employment of women in War Department owned and operated plants, and I shall look forward to a discussion of mutual problems. Would it be possible for you to have lunch with me one day next week, say Tuesday or Thursday? If you will telephone me, we can arrange a convenient time and place.

With sincere appreciation for the good wishes,

Cordially yours,

Frieda S. Miller, Director

FM:IS

Thos S. -

Let get a nice note
off to her promptly -
Thanking her & telling
her why we may
by Dr suggest
[illegible]
Looks)-

DEPARTMENT OF LABOR

Aug. 26, 1944

Miss Pidgeon:

Miss Miller wanted me to check with you to see if there is anything in particular you are doing with Mrs. Hobart and whether you want her to take that up in any active way.

Miss Miller would like to answer in a way it may fit in with the sort of thing that Mrs. Zapoleon is doing and that you have in mind for other fields.

It is not a personal matter, just a matter of controlling Bureau activities. Miss Miller will reply accordingly.

IHSchafer

No. 203 GPO 16—31691-1

Pidgeon

WAR DEPARTMENT
CIVILIAN PERSONNEL DIVISION
OFFICE OF THE SECRETARY OF WAR
WASHINGTON, D. C.

August 15, 1944

WOMEN'S BUREAU U.S. DEPARTMENT OF LABOR
AUG 16 1944

Miss Frieda Miller
Chief, Women's Bureau
Department of Labor

My dear Miss Miller:

Ever since the announcement of your appointment I have been hoping to see you to offer my congratulations and good wishes and to renew my acquaintance made with you when I was General Secretary to the National Consumer's League. From your wide and varied experience, you have many things of value to give in your new field.

I shall look forward to seeing you at your convenience to compare notes with me on some of the problems of industrial women as I have seen them in our many and varied War Department owned and operated plants, with which I have been working for the past two years.

Looking forward to seeing you.

Sincerely yours,

Warwick B. Hobart.

(Mrs.) Warwick B. Hobart
Advisor, Employment of Women
Director of Civilian Personnel
Room 4 E 990, Pentagon Bldg.

FOR VICTORY BUY UNITED STATES WAR BONDS AND STAMPS

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Miss Miller DATE: August 28, 1944

FROM : M.E. Pidgeon

SUBJECT: In regard to seeing Mrs. Hobart

Mrs. Hobart has been connected directly with the Office of the Secretary of War, and this position gives her particular opportunity to advise effectively on policies for women. She has not been closely in touch with the Women's Bureau.

It seems that the conference Mrs. Hobart asks for would give you a good opportunity to:

(1) Find out what types of recommendations she has made, and how she has operated.

(2) Perhaps stimulate her toward specific advices on policies that would aid women as cut backs come.

(3) What suggestions has she made as to the policies for women in lay offs in Army installations? /Up to a certain point they may merely have expected turnover to take care of the situation, but that point now is past in some cases./

(4) Has she any information as to <u>extent</u> to which women are being laid off in Army installations (and in other establishments having Army contracts)?

(5) What <u>policies</u> are being followed in such lay offs?

Files
War Dept

September 18, 1944

National Headquarters of Selective Service
21st and C Streets, N. W.
Washington, D. C.

Gentlemen:

Please send me 12 copies of your release of May 26, 1944, Hart-Selective Service 221, S-36. We will appreciate very much receiving copies of these regulations governing seniority of returned service men and women.

Sincerely yours,

Louise Stitt, Director
Division of Minimum Wage

LS:MNG

War Dept

ALL COMMUNICATIONS SHOULD BE ACCOMPANIED BY CARBON COPY AND ADDRESSED TO

HEADQUARTERS, ARMY SERVICE FORCES

REGIONAL REPRESENTATIVE, 100 McALLISTER STREET

SAN FRANCISCO. I. CALIFORNIA

TO INSURE PROMPT ATTENTION
IN REPLYING REFER TO

ASF NO.

ATTENTION OF



17 August 1944.

Miss Bertha M. Nienburg,
Assistant Director,
Department of Labor,
Women's Bureau,
Washington 25, D. C.

Dear Miss Nienburg:

Thank you very much for your letter dated 7 August 1944, addressed to Major Burroughs, inclosing statements relative to working women in excess of 48 hours.

Sincerely yours,

Barbara Acason

Barbara Acason
Assistant

Files

War Dept

August 17, 1944

Miss Abigail S. Peck
Army Serfive Forces
First Service Command
Boston Armed Forces
Induction District
1065 Commonwealth Avenue
Boston 15, Massachusetts

Dear Ab:

Your letter was forwarded to me from the Army Service Forces, and by this time you have probably received some of the material which I have arranged to have sent you. Your new job sounds very interesting.

Among the material that you should receive is some from Mrs. DeSchweinitz of the Women's Army Corps, a pamphlet on "Introduction to the Army" from the Office of Civilian Defense, some information from the Office of Education, prepared in the old PIT unit of the Army Service Forces, and information on the Soldiers' and Sailors' Relief Act and amendments from the Senate Military Affairs Committee.

I think that your Selective Service people in Boston should have access to whatever material has been prepared at Selective Service Headquarters, and can think of no other sources outside those that you have probably already tapped. I hope the information helps.

I am having a grand time preparing information on the postwar outlook for women in certain occupational fields, the health and medical areas at the moment, and I am enjoying being back in the Department of Labor.

I do hope our paths will cross soon here or there.

Yours sincerely

P.S. You were right about Civilian Personnel Bulletin No. 3 which I did for Army Service Forces before leaving there in March. I am glad you like it.

JM/ml

FOR VICTORY
BUY UNITED STATES WAR BONDS AND STAMPS

SAVE

ARMY SERVICE FORCES
FIRST SERVICE COMMAND
BOSTON ARMED FORCES INDUCTION DISTRICT
1065 COMMONWEALTH AVENUE,
BOSTON 15, MASSACHUSETTS

24 July 1944 /vl

Mrs. Marguerite Zapolean
Headquarters Armed Service Forces
War Department
Washington, D. C.

Dear Marguerite:

On July 5th, I was assigned to the staff of Social Consultants here at Boston Induction Staff, a service set up under the direction of Dr. Wilfred Bloomberg, Neuro-Psychiatric Consultant, First Service Command and Miss Bernice Henderson, Executive Secretary of the Massachusetts Society for Mental Hygiene.

We aim to help the inductee with all the perplexing problems incident to his induction and consequent break with civilian life. All sorts of information is sought by these men, from allotments to the families they are leaving to the arrangements for medical, social and legal protection for them. As for themselves, the men are concerned about their assignments, their classification in the Armed Forces and in general, what the immediate future holds for them, as to locality, etc. We are building up a body of information about local community resources in this area so that we can acquaint these men and their families with the agencies whose help they can use.

Not only the inductee but the rejected man is of deep concern to us and when the latter presents himself, he is given information about resources for the correction of his physical or mental difficulties, as far as may be possible. To my way of thinking, this form of military social service offers in highly concentrated form, and on a more extended front, those opportunities that have been developing through the years for families and individuals needing the help of social agencies. It should result in the use of such agencies for much more constructive work with a group of people for whom in the large, the outcome should be favorable.

Mrs. Henderson has set up similar services in other New England Induction Centers at Springfield, Hartford, Fitchburg, and other places. In order to keep the work at a good pefformance level, she works carefully with the local agencies in these centers in the selection of her personnel.

Mrs. Marguerite Zapoleon

As you can readily see, up to the minute information about the Armed Services is absolutely essential and when I find myself seeking such information, I find myself thinking of you and your uncanny ability to get into my hands information right off the press. For instance, "Service in the Armed Forces Victory Corps Series Pamphlet No. 6" by Mr. Zeran, is useful but unless kept up to date, becomes confusing in the light of new regulations and amendments.

Vincent LoLordo and Victoria Brown's "Legal Protection for the Service Man and His Family,"(1943) is out of date in some particulars. If it would not be too much trouble to you, could you put me on the mailing list for up to date material, particularly in relation to the Soldiers and Sailers Civil Relief Act of 1942 and later amendments? Did you happen to send me the Civilian Personnel Information Bulletin No.3 regarding women's work with the Armed Forces? If so, I thank you very much, it is so helpful, particularly from the personnel angle. I should appreciate anything you can let me have which will help me more adequately interpret to our inductees all the privilegs and benefits which are theirs as members of the Armed Forces. - Am Red Cross -

When are you coming to Boston again? A window supper awaits you if you come during this hot weather and the fireside is always ready with a welcome should you drop in on a frosty, ~~chilly~~ cool evening. In either event, your welcome would be a warm one.

My kindest regards to your husband and my affectionate good wishes to you.

Very truly yours,

Abigail S. Peck

U.S Vacation reasons no. 8 we have substitute secretaries - Ab.

War Dept

return to Miss Miller, Women's Bureau

The Honorable
The Secretary of War

AUG - 9 1944

My dear Mr. Secretary:

The Department of Labor notes with deep concern the issuance of Army Service Forces Circular No. 233 - ordering the extension of the workday and week of thousands of employees, military and civilian, in the Headquarters, Army Service Forces, Headquarters of Administrative and Technical Services, Headquarters of the Service Commands, and certain government installations, also withdrawing leave privileges in all but exceptional cases, for an indefinite period.

I am confident that so drastic a step would have been taken only under desperately critical conditions. I recognize the military exigencies of secrecy and haste that must control in many situations such as this. However, the widespread application of this order both in extent of personnel coverage and the indefinite period of its operation, suggest that a change of policy in hours of employment may be intended.

As you know, industry as well as Government during the war period has been forced to utilize the labor of young people and women to an extent previously unknown in our history. Extension of hours of employment for these workers at this time would result, we are confident, in the withdrawal from industrial employment of thousands desperately needed for sustained production.

Years of observance and extensive investigations of the Department of Labor have convinced us that long hours without adequate opportunity for rest and relaxation undermine physical stamina, deplete priceless energies and skills, and eventually sap the morale of the most fervent workers. Absenteeism and turnover must inevitably increase under taxing work-hour schedules, especially when long schedules must be observed for an indefinite period.

The War Department was one of the eight Federal Government Agencies which in July 1942 joined in urging private and public establishments to observe the 8-hour day, and the 48-hour week, with provision for reasonable vacation privilege, in order that maximum production for the prosecution of the war might be attained. The extent to which there has been adherence to these standards has in no small way contributed to the production that American industry has achieved during this war period.

I feel that a clarification of present War Department policies will be most helpful. We have already had inquiries asking us if Circular No. 233 represents changed Government policy. For the purpose of replying adequately to these inquiries, I am writing to ask if we may have further information concerning the circumstances that prompted the issuance of Circular No. 233, and assurance that it does not express a permanent change in War Department policy.

Sincerely yours,
SIGNED

FP:[illegible]

AUG - 9 1944
RETURNED TO BUREAU_____
(Date)

U. S. DEPARTMENT OF LABOR
WOMEN'S BUREAU
WASHINGTON 25

August 3, 1944

MEMORANDUM

To: Miss Miller

From: Miss Angus and Miss Buchanan

Subject: ASF Circular No. 233 - Hours of Employment for Civilian Employees

Apparently, the Civil Service Commission does not have jurisdiction over schedules of work hours for civilian employees in the War Department during this period of national emergency.

Under Executive Order No. 9108, issued January 12, 1942, suspending the Saturday half holiday, the Secretary of War, as well as the Secretary of the Navy, were given authority to prescribe regulations for hours of employment of civilian personnel in their respective departments, including field services; also under Executive Order No. 9289, issued December 26, 1942, which prescribed that these authorities set bases for overtime compensation.

As to the number of civilian employees affected by the order, it was found that the Civil Service Commission does not have the statistical record of the number of civilian employees under Army Service Forces other than the 40,000 in the Washington area. Mr. Mitchell's office at the Commission referred us to Mr. Orr (War Department, Telephone Extension 5357), for this information.

Mr. Orr states that the War Department does not know just how many of the civilian employees are affected at this time by the circular, that it could affect all of them if the conditions stipulated in the circular warranted it.

Mr. Orr says that the 877,000 civilian employees under the ASF are not strictly civil service, but they are Federal employees. Roughly, about one-half are ungraded and their wages are set by wage boards or area wage scales. This is especially true of crafts industries. Civil Service has cooperated in recruiting and they are under the general regulations of the Commission. Approximately, 40 percent of these employees are women, according to the latest figures he has.

The scope under the Army Service Forces covers the bulk of operations and functions necessary to the business of the War Department. It includes transportation (troops and materiel), ordnance, chemical warfare, arsenals, etc.; quartermaster's office (procurement, shipping, etc.); surgeon general's office (hospitals, medical corps, supplies, and the like); signal equipment; engineers (construction, repairs, etc.); and the "housekeeping" or administrative and maintenance branches.

Congo - co-ordination =

Federal agencies.

Does not affect work —
funds flow through contract.

∴ no need for [illegible] relaxation
of [illegible] of funds for relocation
grant use of procedure + work
pressure.
also no time limit.

Secy sent first copy
from Dept. letter
mailed 8/9

(COPY)

ASF Circular)
No. 233)

HEADQUARTERS ARMY SERVICE FORCES,
Washington 25, D. C., 26 July 1944.

PART ONE.
HOURS OF WORK--Increase in office hours for all personnel, military and civilian, in Hq. ASF, Hq. Administrative and Technical Services and Hq. of Service Commands.
PART TWO. (Not used)
PART THREE. (Not used)

PART ONE (General application--complete distribution)

HOURS OF WORK.

1. Effective at once, to meet a critical situation in the Army Service Forces arising from an accumulation of unfinished work, the established office hours for all personnel, military and civilian, in the Headquarters, Army Service Forces, Headquarters of Administrative and Technical Services and Headquarters of the Service Commands will be increased one hour per day. The established daily working hours in all other government-operated installations and activities of the Army Service Forces, where a backlog of work exists in excess of the normal amount for current operations, will be similarly increased.

2. Chiefs of Administrative and Technical Services and Commanding Generals of Service Commands will determine in which installations and activities in their respective commands there are backlogs of work and will direct such installations and activities to establish the longer working day forthwith. This provision does not apply to activities already on a full three shift basis.

3. Transportation schedules for all Army Service Forces personnel in Washington will be established promptly through the Commanding General, Military District of Washington and new hours of work will be published after clearance of schedules with the Bureau of the Budget.

4. Until further notice, no leaves of absence, military or civilian, will be granted except under exceptional circumstances.

5. Where compliance with this order results in surplus personnel, such personnel will be promptly transferred to other activities or installations where backlogs or work exist.

6. The longer working day prescribed herein will be maintained until further notice and until such time as conditions in theaters of operations and the status of the work load in the Zone of the Interior permit a relaxation.

By command of Lieutenant General SOMERVELL:

LeR. LUTES,
Major General, General Staff Corps,
Acting Chief of Staff.

OFFICIAL:
ROBERT H. DUNLOP,
Brigadier General,
Acting, The Adjutant General.

(ASF Cir. 233)
24-92000-26-7-44-3400

ASF Circular)
No. 233)

(COPY)

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Washington 25, D. C., 26 July 1944.

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(ASF Cir. 233)
24-92000-26-7-44-3400

SAVE

WAR DEPARTMENT

BUREAU OF PUBLIC RELATIONS

WASHINGTON 25

FOR VICTORY BUY UNITED STATES WAR BONDS AND STAMPS

24 July 1944

Mrs. Mary Robertson
Chief, Information Division
Women's Bureau
Department of Labor
Washington 25, D. C.

Dear Mrs. Robertson:

Thank you again for giving me advice regarding names of Personnel Consultants to be suggested as members of the WAC Advisory Committee.

Litleton 352
7/26/44

I am wondering, in another connection, whether we receive all the releases of the Women's Bureau which might have some application to our publication needs. As I think you know, this Section publishes a monthly Bulletin of Information with inclosures of Fact Sheets, Club Programs, and other releases, dealing with Army matters of interest to women. I am sending along the June-July issue as a more or less typical sample. I believe that you have Mrs. Blair's name on your mailing list as Chief of the Section. If this is the case, will you please change it to Miss Margaret Banister's, as she is now Chief. Otherwise, perhaps you would add my name to receive any material you think desirable.

changed 7/26/44 Hm

Yours sincerely,

Margaret Cusick

MARGARET CUSICK
Acting Chief
Women's Interests Section
Publications Branch

3 Inclosures
F.S. & C.P. #7
June-July Bulletin

Files
War Dept

July 18, 1944

Major J. T. Rhudy
Regional Labor Officer
Army Service Forces
128 North Broad Street
Philadelphia 2, Pa.

My dear Major Rhudy:

I know Miss Anderson will be as glad as I am over the nature of your report concerning the field visit you kindly arranged for Miss Smaltz and Miss Fine. We deeply appreciate your helpfulness in this matter and your readiness to assist us further if circumstances call for that. It will be a pleasure to ask for your aid in case of further work in the Philadelphia area.

Sincerely yours,

Frieda S. Miller

FM:IS

FOR VICTORY
BUY UNITED STATES WAR BONDS AND STAMPS

SAVE

ARMY SERVICE FORCES
SIGNAL CORPS REGIONAL LABOR OFFICE
128 NORTH BROAD STREET
PHILADELPHIA 2, PA.

IN REPLY REFER TO:

SPSLG-004.06
(Labor-Phila.)

4 July 1944

WOMEN'S BUREAU
JUL 1944
DEPARTMENT OF LABOR

Miss Mary Anderson, or
Miss Frieda Miller
Director, Women's Bureau
U. S. Department of Labor
Washington 25, D. C.

Dear Miss Anderson or Miss Miller:

This letter is being written to whichever of you two nice ladies is in office, in answer to the 20 June 1944 letter to me from Miss Anderson, regarding the visit to Philadelphia's radio plants by Miss Cecelia Lee Fine and Miss Rebecca Smaltz.

These ladies certainly saw an eyeful of what women are doing in industry to win the war. But, in addition to that, they both contributed to the morale of the people in the places we visited, and they also made valuable suggestions and discussed problems most intelligently with the Plant Foremen and Officials.

It was certainly a pleasure to have this opportunity of being with your able representatives. If this office can at any time serve you, please so advise us.

Yours sincerely,

J. T. RHUDY
Major, Sig C
Regional Labor Officer

Incls:
Cy for Miss Smaltz
Cy of ltr to Miss C. L. Fine

SPSLG-004.06
(Labor-Phila.)

4 July 1944

Miss Cecelia Lee Fine
Research Division
Women's Bureau
U. S. Department of Labor
Washington 25, D. C.

Dear Cecelia:

Thanks very much for your letter of 24 June 1944 following the visit which you so kindly made to our war plants in Philadelphia. Miss Anderson also wrote to me, which I have answered as shown in the attached copy. I want to thank you also for the nice complimentary letter you wrote to Colonel Johnson. It is most appreciated.

I certainly enjoyed your visit, and the people we visited enjoyed it too. I think the trip was most timely and beneficial and if you should again have the opportunity I hope you include this office in your itinerary.

The reason I waited to write to you was that I had hoped by this time the first edition of "Snyder's Signals" would be out, but it is now to be delayed until August so I did not want to wait that long. I won't forget to send it.

Yours sincerely,

J. T. RHUDY
Major, Sig C
Regional Labor Officer

cc: Miss Anderson

War Dept

June 26, 1944

Major Weldon F. Heald
Office of the Quartermaster General
Army Service Forces
War Department
Washington, D. C.

Dear Major Heald:

I have just received the recommendations on women's work clothing prepared by Margaret Ionides Cochran. Thank you very much indeed. The report is very clear, specific, and covers exactly the points on which I needed help.

I am attending a meeting of the American Standards Association committee on women's work clothing this week and greatly appreciate the information contained in your recommendations.

Yours very sincerely,

Jennie Mohr,
Associate Industrial Economist

JM:ml

WAR DEPARTMENT
ARMY SERVICE FORCES
OFFICE OF THE QUARTERMASTER GENERAL
WASHINGTON

IN REPLY REFER TO SPQRD 350.05
(Recommended Clothing)

17 June 1944

Miss Jennie Mohr,
Associate Industrial Economist,
U. S. Department of Labor,
Women's Bureau,
Washington 25, D. C.

Dear Miss Mohr:

Upon Colonel D. B. Dill's request, the Climatology and Environmental Protection Section, Research & Development Branch, Military Planning Division, has had prepared for you a list of recommended items of Women's apparel which would be needed in the specific areas you mentioned.

We hope that the enclosed report will give you the information which you desire. If further analysis of the scientific principles involved in clothing or further climatic information would be useful to you, we should be glad to supply it.

For The Quartermaster General:

Very truly yours,

Weldon F. Heald

WELDON F. HEALD,
Major, Q. M. C.,
Assistant.



Copy sent to War
Mrs Erickson
who checked
re
situation
in Minneapolis

WAR DEPARTMENT
WASHINGTON, D. C.

Abersold/ls
74117

SPGC-C

12 May 1944

WOMEN'S BUREAU
MAY 13 1944
DEPARTMENT OF LABOR

Miss Mary Anderson
Director, Women's Bureau
U. S. Department of Labor
Washington 25, D.C.

Dear Miss Anderson:

I appreciate the long delay in the processing of the request for wage adjustments of women employed as laboratory aides, consultants, and office workers in the Twin City Ordnance Plant at New Brighton, Minnesota.

This Agency receives so many submissions from the Twin City Ordnance Plant requesting adjustments in wage rates based upon alleged changes in job duties and responsibilities which upon analysis clearly indicated that the job descriptions as originally written did not describe the actual duties and responsibilities of the jobs. As a result of these numerous requests the Agency suggested, to the Management of the Twin City Ordnance Plant, that they submit job descriptions of the jobs as they actually exist, and that until such descriptions are received the Agency could not act upon the various requests submitted. Although, unofficially, the Agency has received these jobs descriptions, they have not as yet been approved by the Office of the Chief of Ordnance, and the Agency is not in a position to act upon the various requests until the Office of the Chief of Ordnance has passed upon the job descriptions.

I feel that if you knew the situation as it actually exists that you may better understand the reason why the Agency has not been able to pass upon the request for adjustment in women's rates in this facility.

Very truly yours,

John R. Abersold

JOHN R. ABERSOLD
Chief, War Department Wage Administration Agency



War Dept.

War Dept.

Civilian Personnel Circular #26
Issued 6th of September, 1943

Section II is as follows:

EQUAL COMPENSATION FOR EQUAL WORK, IRRESPECTIVE OF SEX

(1) The policy of the War Department Wage Administration is to pay equal compensation for equal work. The manpower demands of the War Emergency have made it necessary and advisable to employ an increasing number of women in war jobs which have previously been considered open only to men. Jobs having identical duties and responsibilities and requiring substantially identical skills, training, and effort, should receive equal compensation. Under this policy no differential shall be established by reason of sex, no recognition can be given to any differential based on sex, and such practices would not conform to War Department policy.

(2) Through General Order #16, 24, November, 1942, the National War Labor Board has granted employers permission to equalize the wages of male and female employees without prior approval. Inequalities in the pay of women employees of the War Department will therefore be adjusted in accordance with the principle stated in paragraph 1 above.

(Telephoned to Miss Anderson by
Col. Webber, Sept. 18, 1943)

IS

War Dept

May 18, 1944

Col. D. B. Dill
Assistant for Production Analysis
Military Planning Division
Quartermaster General's Office
Temporary Building A
Room 2402
Washington, D. C.

Dear Colonel Dill:

I wish to thank you and Miss Alexander for the help you gave me on the matter of women's clothing, when I came up to see you.

Miss Alexander mentioned that it might be possible to get further information from your Climatology Division about clothing needs in specific areas. I wonder if it would be possible for them to let me know the average temperatures, especially winter temperatures, and the appropriate amount and kind of outer apparel for a few regions of the country in which we are interested. We are concerned with women working in the following regions: Maine coast, the Great Lakes, especially around Sandusky, Ohio and Chicago, the Gulf region, Pacific Northwest and the San Francisco area. We would like to know, for example, whether it is necessary to have extremely heavy outer garments for women working in the Maine shipyards in mid-winter, and whether a water-repellant and wind-resistant jacket with ordinary weight wool or flannel lining would be adequate for the regions of the Northwest.

If it is convenient for you to have sent to me a statement from the Climatology Division on these specific regions, I should appreciate it very much.

Again thanking you for your cooperation, I am

Sincerely yours,

Jennie Mohr,
Associate Industrial Economist

JM:ml

War
Dept

May 18, 1944

Col. D. B. Dill
Assistant for Production Analysis
Military Planning Division
Quartermaster General's Office
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Sincerely yours,

Jennie Mohr,
Associate Industrial Economist

JM:ml

War Dept

May 9, 1944.

Dr. John A. Abersold, Chief,
War Administration Agency,
War Department 4C-486
Pentagon Building,
Washington, D. C.

Dear Dr. Abersold:

Women employees of the Twin City Ordnance Plant of New Brighton, Minnesota, have appealed again to the Women's Bureau for assistance in securing action on petitions for wage adjustments to relieve iniquitous wages and classifications of women employed as laboratory aides, consultants and office workers.

Almost a year ago one of our field representatives at the request of the president of the company, Mr. Horn, worked with representatives of the Twin City Ordnance Plant and made recommendations for increasing the rates of women whose duties have been augmented and for changes in classification of women clerical employees. These recommendations were approved by the plant's rating committee and representatives of management but most have never been put into effect awaiting action by your agency. The women have waited long and patiently for adjustments of inequities in their rates and cannot help but feel that they have been given little consideration.

Will you let me know what the status of their case is?

Sincerely yours

Mary Anderson, Director.

MA/EE/nb

War Dept

8 May 1944

Miss Mary V. Robinson,
U.S. Department of Labor,
Information Division,
Women's Bureau,
Washington 25, D.C.

Dear Miss Robinson:

Enclosed is the fourth in a series of pictures showing women at work at the Third WAC Training Center.

Sincerely,

LILLIAN R. FAUST
First Lieutenant AUS (WAC)
Public Relations Officer

2 Encls

War Dept

FILES

April 8, 1944

Mrs. Elizabeth Wheelock
Industrial Personnel Division
Army Service Forces
War Department
Room 4C471
Pentagon Building
Washington, D.C.

Dear Mrs. Wheelock:

Enclosed is the following material on absenteeism and rest periods:

Women's Bureau Special Bulletin:
No. 4--"Washing and Toilet Facilities for Women in Industry." 1942.
5--"Women's Effective War Work Requires Time for Meals and Rest." 1942.
10--"Women's Effective War Work Requires Good Posture." 1943.
11--"Boarding Homes for Women War Workers." 1943.
Women's Bureau pamphlet--"Wartime Reminders to Women Who Work; "The Paying Guest, the Paid Hostess." 1943.
Women's Bureau mimeograph--"Absenteeism." 1943.
List of references on absenteeism.
National Recreation Association--"Home ~~Pay~~ Play in Wartime." 1942.

Labor Standards:
"Controlling Absenteeism." 1943.
"Auditing Absenteeism." 1943.

Typed material:
Absenteeism Frequency from Manual of Industrial Hygiene, p. 436.
Summary from Mill and Factory, June 1943.
Bibliography on absenteeism.
Summary of sickness absenteeism information.
Extent of formal rest period for women (from Statistical Div.) 1943.
Statement by Jennie Mohr on Use of Rest Periods.

The following I should like to have returned to me:

American Management Association--"Assimilating Women Workers; Reducing Absenteeism."
War Production Board, War Production Drive--"Ways of Dealing with Absenteeism."

Bureau of Labor Statistics--"Problem of Absenteeism in Relation to War Production." (Reprint, Monthly Labor Review, January 1943.) "Absenteeism in Great Britain." (Labor Standards reprint of "The Problem of Absenteeism.")

Sincerely yours,

Jennie Mohr,
Association Industrial Economist

JM:ml

March 28, 1944.

Lt. Col. Emanual Cohen,
OC Special Coverage Division,
Signal Corps Photographic Center,
U. S. Army,
35-11 35th Avenue,
Long Island City, N. Y.

My dear Colonel Cohen:

Your letter to the War Manpower Commission has just been forwarded to the Women's Bureau.

We regret that the information you are seeking is not available. A few estimates have been made, and these are enclosed, although not as comprehensive as you desire, nor up-to-date. The basic reason why such figures are not obtainable is that personnel records in the factories do not usually indicate whether a woman has children, nor the age of the children.

The potential labor reserve of women in the country, available for employment was estimated in the September 3, 1943 release of the War Manpower Commission (no longer in print), on page 4 of which was this statement:

> "At present, the most readily available group consists of non-farm housewives between the ages of 20 and 55 without children under 16. This group as of April 1943 numbered 5.6 million which on a national basis appears to constitute an adequate reserve of potential women workers. However, in view of the localization of demand and the completely voluntary basis of recruitment, there is no assurance that an adequate number of women will enter the labor market where they are needed."

Sincerely yours,

MA/RFN/nb

Mary Anderson, Director.

:ac Dept. Labor

UNITED STATES ARMY
SIGNAL CORPS PHOTOGRAPHIC CENTER
35-11 35TH AVENUE
LONG ISLAND CITY, NEW YORK

PLEASE ADDRESS REPLY TO
"THE COMMANDING OFFICER"
PCSC

15 March 1944

WOMEN'S BUREAU
MAR 24 1944
DEPARTMENT OF LABOR

War Manpower Commission
Washington, D. C.

Gentlemen:

This organization is engaged in the preparation of a short film subject on the part played by married women in the war effort.

Past releases of the War Manpower Commission, as carried in the press, have provided most of the facts and figures required in this connection. However, there still exists an urgent need for accurate figures, or at least authentic estimates, regarding the following:

(a) The number of mothers gainfully employed in the U.S. in general;

(b) The number of women with minor children gainfully employed;

(c) The number of women with minor children now engaged in war industries; and

(d) Such additional figures, breakdowns and estimates along similar lines as may be available. For example, an estimate of the number of women with minor children who are not yet in war industry, but who are potentially available, would be of interest.

Any material along these lines which you may be able to furnish will be greatly appreciated. Please address your reply Attention: Research Subsection, Special Coverage Division.

Very truly yours,

EMANUEL COHEN
Lt. Col., SC
OC Special Coverage Division

War Dept

March 21, 1944

Lieutenant Charles F. Diggs
Classification Officer
Transportation Corps School
New Orleans Army Air Base
New Orleans 12, Louisiana

My dear Lieutenant Diggs,

In response to your inquiry of March 16th, we are sending you official government estimates on employment of women, with discussion of future trends, of age groups, and in manufacturing industries. I believe you will find this material useful for your course. The Women's Bureau is not the government agency making estimates on manpower, and I am sending a list of our publications in case our bulletins would be of interest.

Sincerely yours,

Mary Anderson, Director

rfn

ILO reprint
MLR mimeo

WOMEN'S BUREAU
MAR 18 1944
DEPARTMENT OF LABOR

March 16, 1944 .

U. S. Department of Labor,
Women's Bureau,
Washington, D. C.

Dear Sirs:

I am teaching a course at the Transportation Corps School on the Proper Utilization of Manpower. Can you furnish me with some statistics on the number of women now employed in industry? For example, how many women are now employed as compared with previous years; what type of women are now employed as to age and marital status; and how are they distributed in the various occupations and industries.

Yours very truly,

Charles E. Diggs

Lieutenant Charles E. Diggs,
Classification Officer,
Transportation Corps School,
New Orleans Army Air Base,
New Orleans 12, Louisiana.

17 million

War

ARMY SERVICE FORCES NINTH SERVICE COMMAND
Headquarters, Presidio of San Francisco, Calif.
Civilian Personnel Branch

Replacement of Military Personnel with Civilian Employees in all Installations served by the Presidio of San Francisco.

In a memorandum to chairman Paul V. McNutt of the War Manpower Board Commission, the President has said: "The average man, the physically disqualified, the returned soldier, and the women of the Nation must be used more effectively to replace the able bodied men." The crucial campaigns this year will determine both the length of this war and its price in men and goods.....

Workers are needed to fill the following vacancies at the Presidio...

Clerical Workers
Clerks
Clerk-Typists
Clerk-Stenographers
Chauffeurs
Truck Drivers
Carpenters
Plumbers
Shoe Repairmen
Laborers
Telegraph Operators
Teletype Operators
Engineering Draftsmen
Auto Mechanics
Sheet Metal Workers
Telephone Installers

Hospital Workers
Ward Attendants
Mess Attendants
Registered Nurses
Bakers
Meat Cutters
Laboratory Technicians
Laboratory Helpers
Occupational Therapy Aides
Janitors
Messengers
Patrolmen
Communication Maintenance Man, Sr.
Telephone Linemen
Switchboard Installers
Radio Repairmen

And many more!

Applications may be made at:

Civilian Personnel Branch
Presidio of San Francisco
Building 86

or

United States Civil Service Commission
Federal Building
San Francisco

War Dept

June 2, 1944

Army Service Forces
Office of the Chief of Ordnance
Safety and Security Branch
333 North Michigan Avenue
Chicago 1, Illinois

Attention: Lt. Col. Reuel C. Stratton

Dear Colonel Stratton:

Your tabulations on the accidents to women in the Government-owned ordnance establishments for 1943 is received. Thank you very much indeed for this is exactly the kind of information we hoped to get.

I have received somewhat similar material from a few States in which this kind of breakdown of accidents statistics is available. It is my intention to do a study of accidents to women on the basis of this material, in order to determine at what points experience has shown need for specific safety education. The material you sent me is not marked confidential, and I therefore assume it would be all right to use it statistically in this study. Please let me know if this assumption is not correct.

Again thanking you, I am

Yours sincerely,

Jennie Mohr,
Associate Industrial Economist

JM:ml

War Dept

May 26, 1944

Major Ralph C. Wenrich, Chief
Pre-Induction Training Section
Headquarters, Army Service Forces
Washington 25, D. C.

Dear Major Wenrich:

This is a late "thank you" for the copy of PIT-401 which arrived as I was leaving on a field trip, and which I enjoyed reading en route. The illustrations help a lot. I wish there had been time and facilities to do something similar in the "Guide to the Training of Women for Work with the Army Service Forces," which has just emerged. You will probably have more immediate access to a copy of the latter (issued as Civilian Personnel Information Bulletin No. 3, 1944) than I. I have only one copy so far but Miss Hogans will be glad to see that you get one as soon as the copies come through for the list I left.

I was sorry that Miss Clawson's itinerary did not cross yours at any point, but since she has just returned to the city, it may be possible for us to get together sometime to talk "shop."

Good luck to you in heading up the pre-induction work and do let me know if I can ever be of any help.

Yours sincerely,

Marguerite W. Zapoleon, (Mrs. L.B.)
Labor Economist

MWZ:ml

SAVE

HEADQUARTERS, ARMY SERVICE FORCES
WASHINGTON 25, D. C.

FOR VICTORY BUY UNITED STATES WAR BONDS AND STAMPS

6 May 1944

Mrs. Marguerite Zapoleon,
Room 1216, Labor Department,
Washington, D. C.

Dear Mrs. Zapoleon:

Inclosed is a copy of PIT-401, "Fundamentals of Military Map Reading."

We know you will be interested in this new publication which contains a statement of Army needs in map reading for the use of schools desiring to conduct pre-induction training in this field. As you will notice, for the first time in the PIT series, line drawings and cartoons have been used in telling the story. Copies of "Fundamentals of Military Map Reading" are being sent to the 28,000 high schools of the nation.

This office appreciates the work that you have done in putting pre-induction training across, and we know that we can continue to count on you as a colleague in our efforts to meet Army needs through the schools.

Sincerely,

Ralph C. Wenrich

RALPH C. WENRICH
Major, Inf.
Chief, Pre-Induction Training Section

U. S. DEPARTMENT OF LABOR

WOMEN'S BUREAU

To—		From—	Re Attached Please—
	Anderson.		Approve
	Nienburg.		Comment
	Larrabee.		Note
	Benham.		Note and return
	Best.		Reply
	Erickson.		Draft of reply
	Files.		Signature
	Hyde.		Would like to discuss
V	~~Manning.~~		File
	Mettert.		
	Pidgeon.		Date
	Robinson.		Note:
	Smith, F.		
	~~Spring.~~		
	Steel.		
	Stitt.		

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WAR DEPARTMENT • P. I. T. 330

PRE-INDUCTION TRAINING IN VOCATIONAL SCHOOLS VOCATIONAL DEPARTMENTS AND TRADE SCHOOLS

WOMEN'S BUREAU



WAR DEPARTMENT • P. I. T. 330

PRE-INDUCTION TRAINING

IN

VOCATIONAL SCHOOLS
VOCATIONAL DEPARTMENTS

AND

TRADE SCHOOLS



PREPARED JOINTLY BY THE WAR DEPARTMENT AND THE
U. S. OFFICE OF EDUCATION • VOCATIONAL DIVISION

UNITED STATES
GOVERNMENT PRINTING OFFICE
WASHINGTON : 1943



Airplane engine mechanic at work. Pre-induction training can supply foundation for skill in this job.

"It has been clear for some time that certain special courses given in the schools of the Nation can be of great value for future work in special branches of the Army. Competence in such specialties will be a considerable factor in determining the qualifications of a man for advancement. No greater immediate contribution, therefore, can be made by the schools of the Nation toward winning the war than to give our youth the basic knowledge and technical skills needed for modern combat. By doing this job well the schools will free resources of the Army for specialized technical military training."

HENRY L. STIMSON,

Secretary of War.

"It is the job of the schools and colleges of America to provide the opportunity for every youth to equip himself for a place in winning the war. You must do this, regardless of cost, time, inconvenience, the temporary sidetracking of nonwar objectives, or even the temporary scrapping of peacetime courses."

BREHON SOMERVELL,
Commanding General,
Army Service Forces.

"Within the vocational schools, vocational departments, and trade schools of the Nation, there are in operation many programs which provide specialized pre-induction training for youths and adults, and thus enable the Army to cut the post-induction training time necessary to insure the superior competence of our men in modern mechanized warfare. These courses may thus help to preserve the lives of thousands of soldiers. Let it never be said that any soldier's life was ever forfeited because we failed to do our part to provide him with adequate training."

JOHN W. STUDEBAKER,
U. S. Commissioner of Education.

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THE ARMY NEEDS

INDUCTEES

WHO HAVE:



physical fitness



high morale

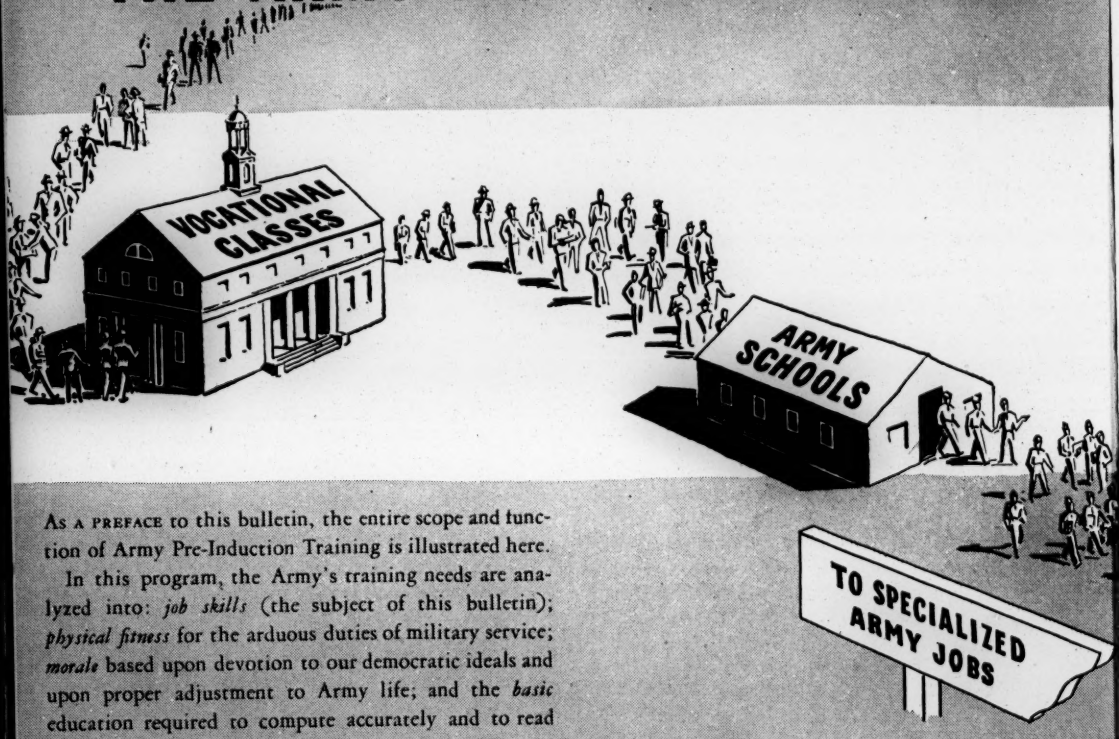


basic education



job skills

PRE-INDUCTION TRAINING HELPS THE ARMY FILL THESE NEEDS



As a preface to this bulletin, the entire scope and function of Army Pre-Induction Training is illustrated here.

In this program, the Army's training needs are analyzed into: *job skills* (the subject of this bulletin); *physical fitness* for the arduous duties of military service; *morale* based upon devotion to our democratic ideals and upon proper adjustment to Army life; and the *basic* education required to compute accurately and to read and write simply and clearly.

These needs are defined and interpreted to the schools in various bulletins and outlines. Training which schools and industry provide potential inductees is recognized when they enter the Army, and is a tremendous asset in the specialized postinduction schools.

For a discussion of the soldier's needs other than job skills, see the general bulletin on pre-induction training issued by the War Department in cooperation with the United States Office of Education.

PART I

INTRODUCTION

A WORD TO VOCATIONAL EDUCATORS

IF YOU have any connection with vocational education you can make a direct and important contribution to victory. Here's why.

This is a specialists' war.

To win we must have a constant supply of technically trained men. If the supply falters victory will be delayed.

The Army is doing everything it can to train inductees, to make them skilled in the necessary fields, and to do so quickly.

But this training job will be far more effective if the foundation of understanding and skill can be laid in advance of the boy's entry into the Army. That is where you come in.

To do so may modify your routine somewhat. It may require some changes in the emphasis of your teaching. But think of the result, and think of the value your extra effort will be to the men who have to do the fighting. Yes, there is a real, a definite, a tangible way in which you can do your part in the tremendous job that faces the Nation.

This bulletin describes briefly:

1. Army needs for trained specialists.
2. Specific training now being provided through vocational education to meet these needs.
3. Ways in which the present program can be expanded to provide additional pre-induction training.

Its purpose is to give you an overview of the task, and to suggest ways of meeting some of the general and administrative problems which arise.

THE ARMY NEEDS PRE-INDUCTION TRAINING

The Army needs pre-induction training because this mechanized war demands that, in addition to the abilities common to all good soldiers, about nine out of ten men have some degree of specialized training. Such training is more readily mastered by men* who have had pre-induction education of a vocational nature.

With the lowering of the selective service age, the supply of inductees with trade skills of the required types showed a marked decline. This condition will persist as youth without extensive vocational training or experience are inducted. The effect will be felt mainly in the approximately 300 Army specialist jobs which are classified as dual military-civilian occupations, those in which civilian skills are directly applicable to Army work.

---

*This bulletin will be supplemented by materials planned to aid in pre-induction training for women, a problem of increasing importance.



Tanks require skilled service men. Post-induction training here is aided by school courses in related jobs.

THE FLOW OF TRAINED MANPOWER MUST BE MAINTAINED

Our enemies start training youth for Army specialists jobs while they are small children. To win we must match our adversaries, not only in material, but in trained men, who know how to use and repair the machines which keep modern armies in successful operation. An all-out effort on the educational front will greatly facilitate the post-induction training provided by the Army. Qualified persons should be encouraged to enroll in courses designed to give basic functional training in manipulative skills. Occupations for which induction is not supplying adequate numbers of trained individuals should be emphasized. Educators in the vocational field should bend every effort to enroll the maximum number of young men in these courses and to make sure that what is taught aids in meeting the needs of the Army.

527494°—43——2

Pre-induction courses do *not* train men for immediate full participation in specialized Army occupations, and no students should be given the impression that they can step directly into technical ratings because they have taken such courses. The Army requires a period of post-induction training in order to meet its special needs and standards. However, training in schools will raise the level of competency, further the progress of the individual within the Army, and ultimately reduce casualties.

The Army classification and assignment system is set up to discover the capabilities of the inductee and, subject to military necessity, to place him in the position in which he can serve most effectively. But assignment depends also upon Army needs at the time. Therefore, there can be no guarantee of assignment to a specific Army occupation.

TYPES OF SCHOOLS IN WHICH PRE-INDUCTION TRAINING MAY BE GIVEN

The War Department is not concerned with the type of school in which pre-induction training is given. Vocational pre-induction training may be offered during the day or in the evening, in general high schools, in trade schools, or in vocational schools. Any course that provides an adequate amount of shop training in specific skills required by an Army specialist job will be of value.

Privately controlled trade schools, especially those which meet the standards set up by the State Boards for Vocational Education with regard to equipment, instructional personnel, and type of training offered, may wish to consider ways of further emphasizing pre-induction preparation for Army jobs. The State Boards for Vocational Education can be of assistance to private trade schools on such problems as planning courses of study, and selection and upgrading of teachers.

FEDERAL VOCATIONAL FUNDS AND PRE-INDUCTION COURSES

In each State where vocational education is carried on under the conditions set forth in the Smith-Hughes and George-Deen Acts, a

State Plan has been established as a guide in the administration of the program. When day or evening courses intended for inductees meet the standards required in these plans, money may be available to reimburse the local school authorities for instructors' salaries. The question of reimbursement, however, is strictly a state matter and can be settled only by the State Board for Vocational Education. The War Department's policy is to promote the program supported by Federal vocational funds through this State agency, utilizing the existing channels in each State for administering vocational education. This does not imply that the vocational aspects of pre-induction training can be conducted only through federally aided programs.

WAR PRODUCTION TRAINING FUNDS AND PRE-INDUCTION TRAINING

It should be made clear that at present no provision has been made for financing pre-induction training programs with funds

Damaged airplane being repaired by aircraft sheet-metal specialist. Closely allied work is now offered in many vocational schools.

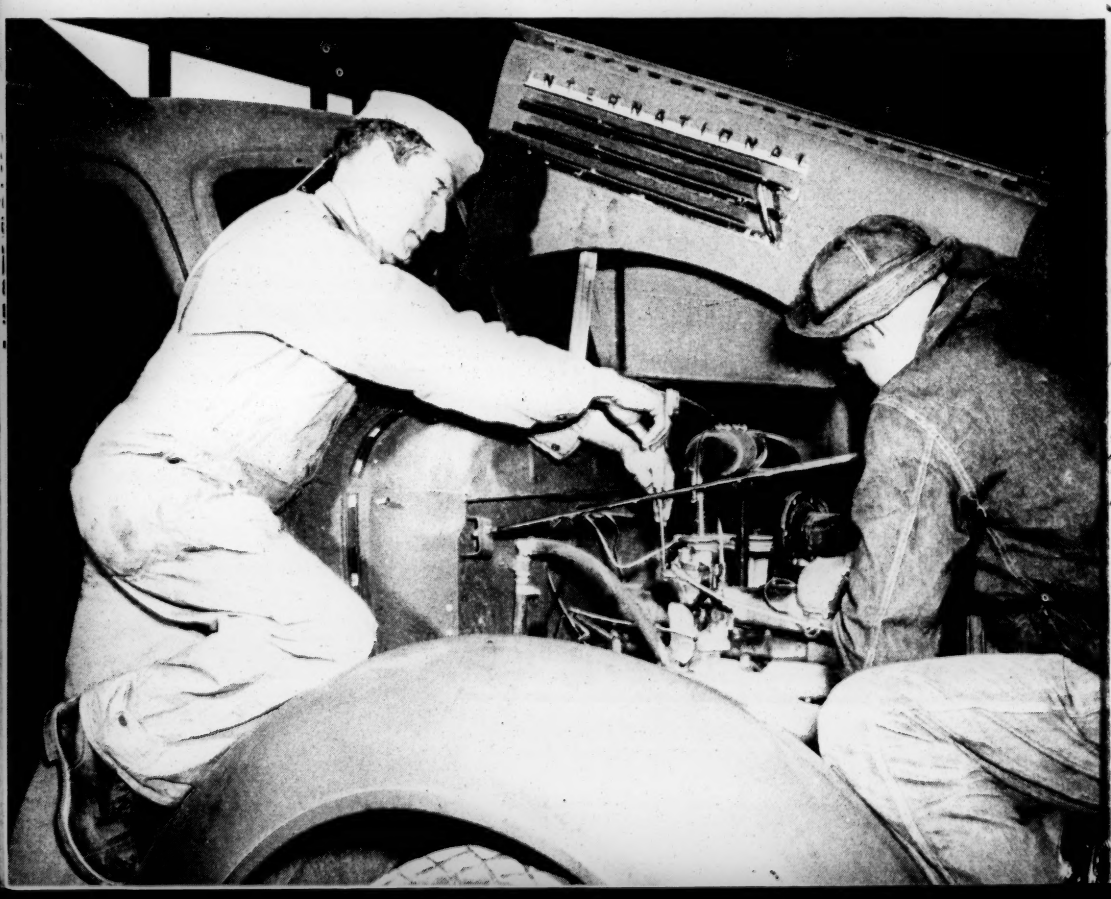


available for the operation of war production training courses, such as those conducted by the Rural War Production Training Program and the program of Vocational Training for War Production Workers. However, this fact should not prevent the use, for pre-induction courses, of equipment and space provided for these two programs when such facilities are not being utilized on a full-time schedule.

SUPPLEMENTARY BULLETINS FOR TEACHERS

To aid the teacher in setting up pre-induction courses directed toward Army skill needs, a series of supplementary bulletins will be issued. Each of these bulletins, dealing with an occupational area, will list the various Army jobs in that field, together with a description of what the worker does. Thus the trade teacher will learn what the inductee must be able to do in order to fill a particular job when he is in the Army. The actual methods or materials to be used in the course will be decided by the teacher.

Soldiers skilled in motor maintenance fill essential jobs in modern Army. Pre-induction training in automotive mechanics is very useful.





Lineman testing lines on poles

The Signal Corps needs linemen. Some schools can provide courses speeding up post-induction training of these soldier specialists.

PART II

ARMY MANPOWER NEEDS AND SHORTAGES OF TRAINED SPECIALISTS

EXTENT AND VARIETY OF NEEDS

THERE are shortages in many Army specialist jobs which are essentially similar to those in civilian life. There is the additional training problem of the many purely military jobs, such as tank driver, small arms mechanic, and armorer, which have no civilian counterpart but which utilize many of the skills taught in the trade fields.

Army needs are subject to change. They will tend to fluctuate with the number and type of new divisions created, the number and kind of replacements required, and variations in the supply of occupational skills possessed by inductees. The gap between the demand for trained men and the supply will widen as youth are inducted.

Army specialist jobs vary widely in the types of skills required. The work of the auto mechanic and that of the photographic laboratory technician illustrate this spread. Even in the same general field, the kinds of skills utilized are markedly different. The job of the telephone and telegraph lineman calls for rugged abilities, while the job of the radio mechanic demands precision and ability to handle fine detail. Some Army specialties require a few highly developed skills; others must have a variety of skills, sometimes spreading across several occupational fields. In any case the soldier must possess the ability to perform his work with accuracy, speed, and confidence. So-called "trade judgment" must be developed; the specialist achieves this when his manual skill is backed by the practical knowledge which directs that skill intelligently.

GENERAL TRAINING NEEDS AND THEIR INTERPRETATION

Probable needs for Army jobs and current shortages form the basis for selecting vocational courses which provide desirable pre-

induction training. Information of this type is also essential in modifying present vocational courses and in developing new units of work. The latest data on Army needs have been utilized in drawing up the recommendations included in this bulletin.

Although it is not possible to present a detailed picture of the total number of Army specialists required, a summary of important Army specialist jobs as related to trade and industrial courses is given in Table I. The table also shows the relative needs for such specialists in the Army, and the adequacy of the supply received through induction in 1942.

Need and *supply* must be considered together in determining the training which should be provided in any vocational area. For

Learning to send and receive in code. Many schools now give courses in radio code.



example, a comparatively small need in a specialized occupation, accompanied by an anticipated low supply, would indicate that training might well be given. On the other hand, a comparatively large need in an occupation for which the Army has been receiving a sufficient number of skilled men would probably mean that training should not, at least for the present, be provided for this occupation.

It will be noted that certain types of work commonly found in vocational training do not appear in Table I. Courses such as patternmaking, cabinetmaking, plumbing, drafting, and many others of the same kind do not, as a rule, provide training which prepares directly for specific Army jobs. On the other hand, they are important as a basis for post-induction training, in that they do develop skills which are likely to apply in a variety of Army jobs.

TABLE I

Some Army specialist jobs related to vocational courses operating in schools, the relative need for each job, and the supply received in 1942

Vocational courses which may develop skills needed in Army jobs	Army specialist jobs related to each vocational course	Relative need in Army*		Supply received during 1942 through induction	
		Large	Small	Adequate	Inadequate
Aircraft mechanics	Airplane inspector		x		x
	Airplane sheet-metal worker		x		x
	Airplane electrical specialist		x		x
	Airplane instrument specialist		x		x
	Airplane propeller specialist		x		x
	Army airplane and engine mechanic.	x			x
Communication	Telephone operator	x			x
	Switchboard operator (local battery).	x			x
	Lineman, telephone and telegraph	x			x
	Radio repairman		x		x
	Radio operator	x			x
	Army Air Forces radio mechanic	x			x
	Army Air Forces radio operator	x			x
	Army Air Forces radio operator and mechanic.		x		x

Vocational courses which may develop skills needed in Army jobs	Army specialist jobs related to each vocational course	Relative need in Army*		Supply received during 1942 through induction on	
		Large	Small	Adequate	Inadequate
Carpentry	Bridge builder		x		x
	Carpenter, construction	x			x
	Packing-case maker		x		x
Electricity	Electrician	x			x
	Airplane electrical specialist		x		x
	Portable power generator operator	x			x
Auto mechanics	Automobile mechanic	x			x
	Tractor driver	x		x	
	Welder, combination		x		x
	Chauffeur		x	x	
	Truck driver	x		x	
	Parts clerk, automobile		x	x	
	Motorcyclist		x		x
	Truckmaster		x		x
	Motorcycle scout		x		x
	Half-track driver	x			x
	Automotive equipment mechanic		x		x
Photography	Photographic laboratory technician	x			x
Sheet metal	Airplane sheet metal worker		x		x
Machine shop	Machinist		x	x	
	Welder, combination		x		x
	Armorer	x			x
	Artillery mechanic (minor maintenance).	x			x
	Airplane armorer	x			x
Combination of courses.	Utility repairman	x			x
	Instrument man, surveying		x		x
	Airplane instrument specialist		x		x
	Toolroom keeper		x		x

*The jobs included in the table are only those for which there is a need of one or more men per thousand inducted. Where the need is shown as being "Large" more than three men per thousand inducted are required.

TYPICAL ARMY SPECIALIST JOBS FOR WHICH PRE-INDUCTION VOCATIONAL TRAINING IS SUGGESTED

Long-Term Training—For some Army specialist jobs, usually those requiring apprenticeship in civilian life, a long-term school training program of from 2 to 3 years will be of great value as pre-induction training. This type of program is recommended for

those now in school and for those who have left school. Among these jobs are the following:

Automobile Mechanic.
Diesel Mechanic.
Electrician, general.
Radio Repairman.
Machinist.*
Instrument Repairman, nonelectrical.
Airplane and Airplane Engine Mechanic.
Utility Repairman, general mechanic (a combination of unit skills in building trades and metal trades).

Short-Term Training—There are certain Army specialist jobs for which short intensive pre-induction shop courses may be provided. This type of course is especially adapted for those who can spent a relatively short time in training. Among these jobs are the following:

Automobile Mechanic (basic course).
Lineman, Telephone and Telegraph.
Radio Operator (basic course).
Telephone Operator.
Machinist's Helper.
Blacksmith.
Instrument Man, Surveying (desirable prerequisite, Drafting).
Rigger.

In April 1943 there were shortages of trained men in both groups of Army specialist jobs listed above. This suggests that long- and short-term training courses be provided in accordance with specific suggestions contained in supplements to this bulletin which are now being prepared.

In considering needs for pre-induction training, one must take into account, in addition to the numerical shortages, the length of the minimum adequate training period. A shortage of like num-

*While there is no shortage of machinists or machinist helpers as such, there are shortages in a number of Army specialist jobs involving armament work. Such jobs as Armorer, Artillery Mechanic (Minor Maintenance), and Airplane Armorer are examples of jobs for which training in machine shop practice would provide an excellent foundation for further specialized training after induction.

bers of general electricians and telephone and telegraph linemen would not be comparable because of the difference in training time; the former requires a minimum of 2 or 3 years of preparation, whereas the latter requires 2 or 3 months of training. For example, a shortage of 100 electricians requiring 3 years' training is much more serious than a shortage of 1,000 linemen who can be trained in 1 month. This emphasizes the necessity for maintaining and increasing, wherever possible, the enrollments in long-term vocational courses for occupations meeting critical Army requirements for specialists.

PART III

THE ROLE OF VOCATIONAL SCHOOLS, VOCATIONAL DEPARTMENTS, AND TRADE SCHOOLS IN PRE-INDUCTION TRAINING

PRE-INDUCTION TRAINING IN VARIOUS TYPES OF VOCATIONAL PROGRAMS

TRAINING which applies to needed Army specialist jobs is now being provided through several types of vocational education programs in our public schools. For "in-school" boys, pre-induction training in any one of the following programs would be useful:

All-day unit trade.
Part-time cooperative.
Part-time diversified occupations.
Vocational agriculture farm shop.
Other programs having a vocational objective.
Privately-controlled trade schools.

Inductees who have had school courses in radio can progress rapidly in post-induction training as radio mechanics.



Young men who have left school should be encouraged to return if possible, and enroll in one of the above types of program. This group should not be overlooked in recruiting students for pre-induction preparation.

For "out-of-school" boys and adults,* pre-induction training may be given in either of the two types of vocational programs listed below:

Part-time and evening trade and industrial.
Part-time and evening vocational agriculture farm shop.

THE USE OF VOCATIONAL TRADE AND INDUSTRIAL SCHOOL FACILITIES

Present vocational industrial courses in automobile mechanics, airplane and engine mechanics, electricity, radio, communications, and machine shop practice are now providing potential inductees with definite preparation for related Army specialist jobs. Within these and other fields, training of the type conducted in vocational schools and departments and in trade schools is definitely applicable to Army jobs for which considerable shortage of trained personnel exists. Vocational instruction in these civilian-military fields is useful for jobs found in the Army Air Forces, in the Army Ground Forces, and in the Army Service Forces.

Vocational courses in construction carpentry and combination welding (arc and oxy-acetylene) provide effective pre-induction training for numerous Army specialties. Even though shortages are not at present evident (April 1943), students now receiving training in these courses should be informed of the need and encouraged to continue their preparation.

Other vocational industrial courses apply to closely related Army jobs. Cabinetmaking, patternmaking, sheet-metal work, plumbing, mechanical drafting, and architectural drafting are shop courses which develop desired basic skills. The present needs of the Army are such that many persons having these skills prob-

*Those subject to induction and having aptitude for and interest in specific jobs.

ably will receive post-induction training for Army jobs of non-civilian type which utilize basic training in these trades. Suggestions which indicate cross training and other desirable modifications for specific pre-induction training in the above fields will be given in supplements to this bulletin.

General industrial courses in building trades and in metal trades are applicable to many Army jobs. However, since there is a shortage of utility repairmen (general mechanics), a short intensive period of cross training for students in these two types of work prior to induction is recommended.

THE USE OF VOCATIONAL AGRICULTURE FARM SHOP FACILITIES

Many vocational agriculture farm shops give training which is useful in Army jobs, such as utility repairman (through cross training in several basic skills of the building and metal trades), tractor mechanic, and light truck operator. Additional Army specialist jobs for which pre-induction training may be given in the vocational agriculture farm shop include blacksmith, horseshoer, rigger, and saddle and harness maker. There are shortages of inductees who have these skills.

THE USE OF INDUSTRIAL ARTS FACILITIES

In many industrial arts departments the equipment and teaching staff are adequate for pre-induction training. Such departments can contribute definitely to the needs of the Army.

Pre-induction training may involve a modification of the objectives of the instruction given and may even necessitate the complete reorganization of the course content. Regardless of what these changes may be, the critical situation with respect to skilled workers would seem to be sufficient justification for making the necessary adjustments.

The Army makes no fine distinction between different departments in a school. The problem is to obtain trained men, and the schools are urged to operate every department to the end that they may aid in its solution.

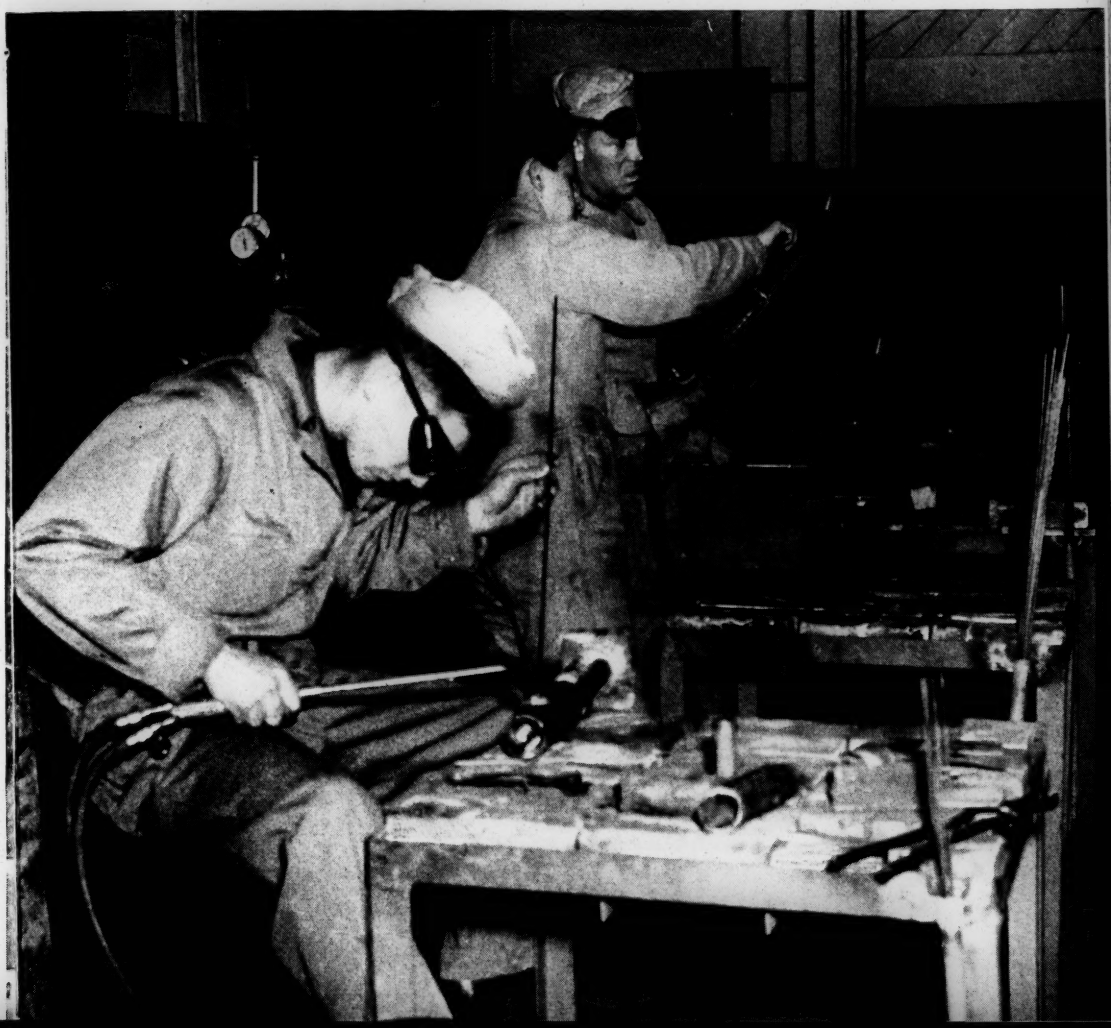
PART IV

SUGGESTIONS FOR THE INSTRUCTIONAL PROGRAM IN VOCATIONAL SCHOOLS, VOCATIONAL DEPARTMENTS, AND TRADE SCHOOLS

PROGRAM MODIFICATIONS

PRE-INDUCTION training for Army specialist jobs can be provided without disrupting effective long-term vocational programs, particularly since so many military occupations have civilian counterparts. But this does not mean "business as usual." If all available facilities are not being completely utilized, school administrators, supervisors, and teachers should not hesitate to modify the

Welders help keep our military machines in operation. School welding courses are important.



instructional program so that the greatest number of qualified persons can be trained. This requires a willingness to assume added responsibilities and to adapt existing programs to pre-induction needs.

Adaptations of vocational programs to pre-induction training should be based on justified Army needs in fields which most directly utilize existing school facilities. The instruction given must be sufficiently thorough and extensive to enable the individual to use his training effectively or to assist him materially in Army post-induction training. It is also important that the trainee be aware of the several Army jobs to which his training applies, and that he be provided with a record card to inform Army officials concerning the type and extent of his training. (See page 29.)

Specific suggestions for modifications of, or additions to, programs in keeping with Army needs will be given in supplements to this bulletin.

WAYS OF EXPANDING SCHOOL CAPACITY

Every means of increasing the school's capacity for pre-induction training should be utilized. Owing to the difficulty of securing additional new equipment, it is obvious that other means than purchasing must be devised. The following are suggestions for increasing the number of students who can be enrolled:

1. Organize classes during any periods of the day or week when the shop and equipment are not otherwise in use. The possibility of adding an additional 3-hour shop period to the day vocational program should be considered.
2. Arrange to schedule additional students in shops where all work stations are not now in use during regular shop periods.
3. Utilize all available laboratories, industrial arts shops, and war production training shops, in order to expand facilities for pre-induction training.
4. Organize the occupations into major trade units or divisions, and employ a teacher to handle each one. A machine shop organized into major trade units, such as bench work, lathe work, milling, shaper and planer work, might have an instructor for each unit, pro-

vided the equipment is adequate to take care of a normal class in each case.

5. Utilize additional rooms within or near the school building for types of training which can readily be segregated from the main shop. This method of expansion will require an additional instructor for each shop annex. Automotive electricity is an example of this type of possible separation.
6. Obtain additional equipment and materials through salvage or donations. Possible sources of equipment and materials include equipment in temporary storage, home workshop equipment, waste materials from production industries, materials and machines from junk yards, and the like.
7. Operate intensive basic shop training of from 3 to 6 months' duration. Some basic shop courses in this category are listed on page 18.
8. Provide new types of courses which do not require elaborate equipment. Examples are courses for surveyors, linemen, and the like.
9. Provide cross training for students enrolled in building trades and metal trades courses and other training combinations suggested in supplements to this bulletin. Training of utility repairmen will increase the number receiving effective pre-induction training.

EXPANSION THROUGH PART-TIME COOPERATIVE PROGRAMS

School districts which are now operating part-time cooperative programs may find it feasible to place additional young men in occupations which provide pre-induction training.

Districts which do not have adequate vocational shop facilities for training in-school boys for Army jobs may find that one of the several part-time cooperative programs can be established. The school administrator should explore the resources of his community, to discover if there are local industries willing and able to supply useful work experience for these young men.

A school official who is interested in part-time cooperative vocational programs suitable for pre-induction purposes may secure information from his Statae Director for Vocational Education.

TYPICAL GROUPS FOR WHOM VOCATIONAL PRE-INDUCTION TRAINING SHOULD BE PROVIDED*

The local program should take into consideration the different types of potential inductees for whom vocational training is desirable. These groups may be classified as follows:

1. Students who are now attending school and who belong to one of three groups:

a. Students enrolled in shop courses which will expedite post-induction training for areas in which shortages exist.

These vocational students are now receiving a most valuable type of pre-induction training. It should be intensified, with such modifications or added units as may be indicated elsewhere in this bulletin or later supplements.

b. Students enrolled in shop courses giving pre-induction training for Army jobs in which there is no present shortage.

Induction during April 1943 was supplying an adequate number of men for certain Army jobs. However, persons who are skilled in many of these trade fields may readily be retrained after induction to fill needed Army jobs that have no civilian counterpart. The transfer of similar skills from civilian types of jobs to Army jobs in which there are urgent needs must be considered in redirecting young men who are now receiving instruction in carpentry, patternmaking, woodworking, sheet-metal work, and mechanical drafting.

c. Nonvocational students who could profit by specific pre-induction training.

To the extent that present shop facilities permit, or that the local school district can expand shop capacity, it is desirable to provide specific vocational pre-induction training for this group either while they are in school or after graduation. The interest and aptitude of the individual student as well as the available instructional facilities and personnel will determine the extent to which this training may be provided.

*Only persons who are physically fit and who are now or will soon be subject to induction should be enrolled in these pre-induction courses.

2. Adults who are subject to induction.

   a. Where shop facilities are available or may be enlarged, men who are not regularly enrolled in a day vocational school or high school and who are subject to induction may be given specially adapted instruction in short, intensive pre-induction units which prepare for needed Army specialist jobs. The courses may be conducted any time during the day or evening.

School administrators are strongly urged to plan special vocational pre-induction training for qualified out-of-school men. Most young men who are out of school are destined to be in the armed forces within the near future. An important contribution which local educational authorities can make is to provide pre-induction training opportunities for this group in part-time and evening schools.

In organizing a program for this group, it will be necessary to inaugurate a carefully planned recruitment campaign which will consider such factors as:

1. The compelling needs of the Army for specialists.
2. The imminence of induction for able-bodied men within the age group of 18 to 38.
3. The advantages of pre-induction training to prospective inductees through increased competency and greater progress within the Army.
4. The value of post-war utilization of training, in civilian occupations.

SUGGESTED VOCATIONAL PRE-INDUCTION COURSES FOR BOYS IN SCHOOL

It should be noted that approach to the age of induction is the basic consideration in recommending special vocational pre-induction training. The courses suggested below may be developed in any one of the vocational programs listed on page 20.

1. Long-range 2- or 3-year courses for students who have capabilities for skilled trade work in fields applicable to Army job needs.

Courses of this type are now being conducted in all-day vocational classes. Students in these classes should continue their

training. Whenever possible, interested and capable younger students who are not now being trained should be encouraged to enroll in this type of program. The flow into the Army of men having extensive trade training and higher skill must be maintained.

2. Intensive vocational trade and industrial courses for qualified in-school students who can continue in school for a year or less.

If a student is now in the first or second year of a vocational education or other secondary school course which does not directly provide critical training, it would seem desirable to arrange pre-induction training for him in an Army occupation. If the student completes his long-term course before he is 18, it should be possible for him to enter a short-term pre-induction course and thus prepare himself for later post-induction training.

SUGGESTED VOCATIONAL PRE-INDUCTION COURSES FOR "OUT-OF-SCHOOL" BOYS AND ADULTS SUBJECT TO INDUCTION

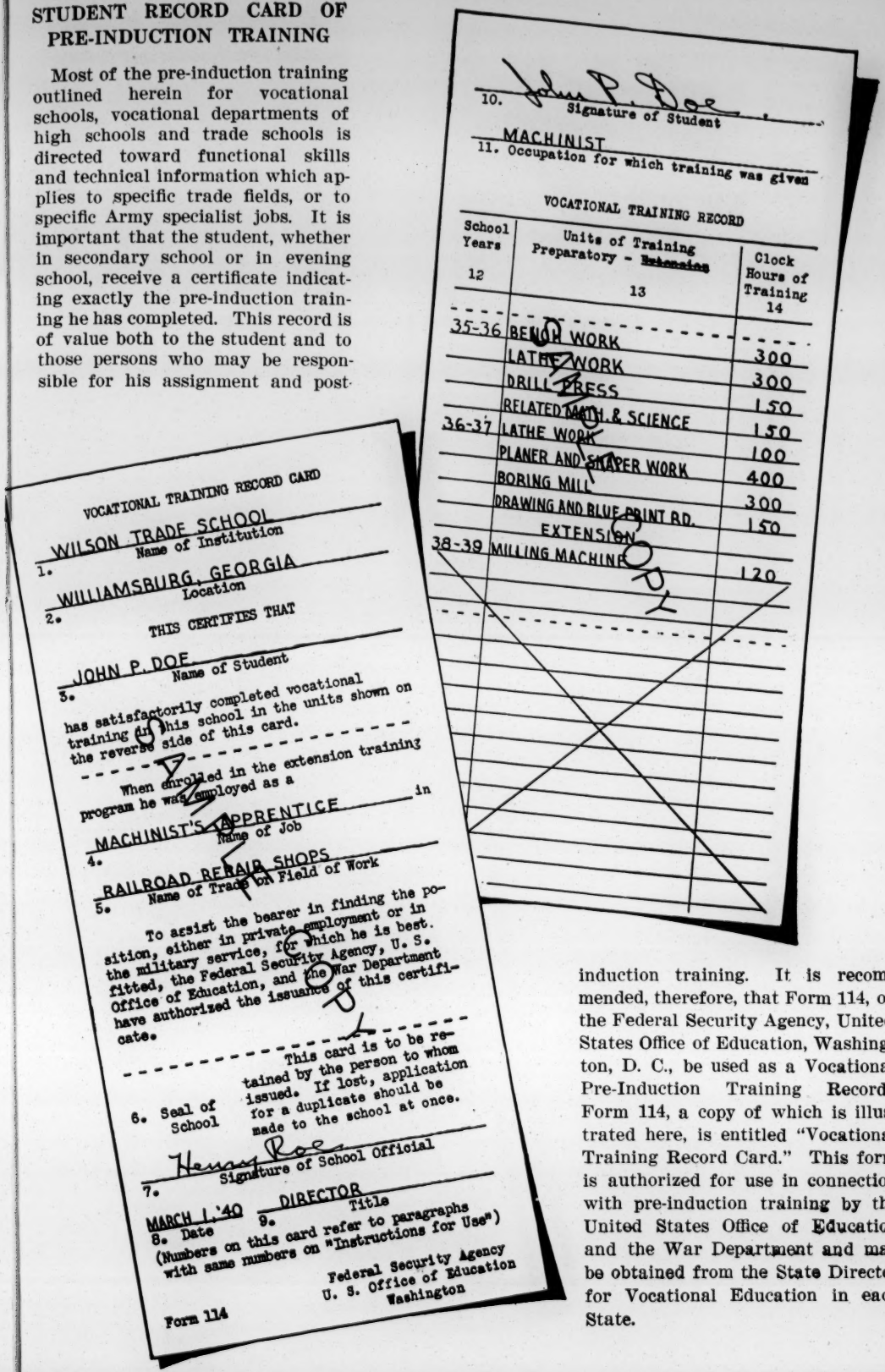
Basic courses of less than 1 year's duration, in specific occupations or in units of several occupations leading to Army specialist jobs such as those indicated for short-term training on page 18. would be suitable for this group. If the adult is already trained in an occupation which is in the critical Army shortage group, it should be possible for him to enroll in a pre-induction course for additional training, if necessary.

GUIDANCE AND SELECTION OF STUDENTS

Only students who can profit by vocational pre-induction training should receive such training. In the selection of pre-induction trainees, consideration should be given to personal qualifications, interests and aptitudes, their present educational programs, relative need for pre-induction training, and local facilities for providing the desired instruction. The general bulletin on pre-induction training, prepared jointly by the War Department and the United States Office of Education, contains helpful suggestions on guidance of students.

STUDENT RECORD CARD OF PRE-INDUCTION TRAINING

Most of the pre-induction training outlined herein for vocational schools, vocational departments of high schools and trade schools is directed toward functional skills and technical information which applies to specific trade fields, or to specific Army specialist jobs. It is important that the student, whether in secondary school or in evening school, receive a certificate indicating exactly the pre-induction training he has completed. This record is of value both to the student and to those persons who may be responsible for his assignment and post-induction training. It is recommended, therefore, that Form 114, of the Federal Security Agency, United States Office of Education, Washington, D. C., be used as a Vocational Pre-Induction Training Record. Form 114, a copy of which is illustrated here, is entitled "Vocational Training Record Card." This form is authorized for use in connection with pre-induction training by the United States Office of Education and the War Department and may be obtained from the State Director for Vocational Education in each State.



VOCATIONAL TRAINING RECORD CARD

1. WILSON TRADE SCHOOL
Name of Institution

2. WILLIAMSBURG, GEORGIA
Location

THIS CERTIFIES THAT

3. JOHN P. DOE
Name of Student

has satisfactorily completed vocational training during this school in the units shown on the reverse side of this card.

When enrolled in the extension training program he was employed as a

4. MACHINIST'S APPRENTICE in
Name of Job

5. RAILROAD REPAIR SHOPS
Name of Trade or Field of Work

To assist the bearer in finding the position, either in private employment or in the military service, for which he is best fitted, the Federal Security Agency, U. S. Office of Education, and the War Department have authorized the issuance of this certificate.

6. Seal of School

This card is to be retained by the person to whom issued. If lost, application for a duplicate should be made to the school at once.

7. Henry Roe
Signature of School Official

8. MARCH 1, '40 Date

9. DIRECTOR Title

(Numbers on this card refer to paragraphs with same numbers on "Instructions for Use")

Federal Security Agency
U. S. Office of Education
Washington

Form 114

10. John P. Doe
Signature of Student

11. MACHINIST
Occupation for which training was given

VOCATIONAL TRAINING RECORD

School Years 12	Units of Training Preparatory - ~~Extension~~ 13	Clock Hours of Training 14
35-36	BENCH WORK	300
	LATHE WORK	300
	DRILL PRESS	150
	RELATED MATH. & SCIENCE	150
36-37	LATHE WORK	100
	PLANER AND SHAPER WORK	400
	BORING MILL	300
	DRAWING AND BLUE PRINT RD.	150
	EXTENSION	
38-39	MILLING MACHINE	120

W. Dept.

25

February 9, 1944.

Mr. Warwick B. Hobart
Advisor on Employment of Women
Civilian Personnel Division
Office Secretary of War
War Department
Washington, D.C.

My dear Mr. Hobart:

Thank you for the list of films on and for war workers which you so kindly sent. There were several on your list about which we didn't know, and we're glad to have the additional information.

Sincerely yours,

MVR
erb

Mary V. Robinson, Chief
Information Division

WAR DEPARTMENT
CIVILIAN PERSONNEL DIVISION
OFFICE OF THE SECRETARY OF WAR
WASHINGTON, D. C.

8 February 1944

Miss Mary Robinson
Director of Publications
Women's Bureau
Department of Labor
Washington 25, D.C.

My dear Miss Robinson:

Dr. Ward of the Maritime Commission has suggested that you would be interested in some films on and for women workers, which we have found helpful. I am enclosing a mimeographed list of these.

In the last few months I have not been paying a great deal of attention to this and imagine that there are some newer ones out; however, the ones inclosed are on the whole, pretty good.

Sincerely yours

Warwick B. Hobart

Warwick B. Hobart
Advisor on Employment of Women
Civilian Personnel Division
Office Secretary of War

WBH:mh

1 Incl.



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Office Secretary of War

WBH:mh

1 Incl.

Files
War Dept

FOR VICTORY BUY UNITED STATES WAR BONDS AND STAMPS

HEADQUARTERS, ARMY SERVICE FORCES
WASHINGTON 25, D. C.

SPGC-C

26 January 1944

Miss Louise Stitt
Department of Labor
Room 1313
Washington, D. C.

Dear Miss Stitt:

In accordance with our telephone conversation of yesterday, we are requesting our distribution depot here in the Pentagon to send twenty additional copies of our Informational Bulletin No. 3 "Utilization of Civilian Womanpower" to you.

There will be a little delay due to the fact that the supply here in Washington was exhausted and the order must await the transfer of the necessary number of copies from one of our field depots. If these do not reach you eventually, just call me on the telephone on extension 71687.

Rec'd 2/1/44

Very sincerely yours,

Ruth M. Kellogg

RUTH M. KELLOGG
Employee Relations Section

War Dept

SAN BERNARDINO AIR SERVICE COMMAND

IN REPLY REFER TO: SBASCPT5C

SAN BERNARDINO ARMY AIR FIELD, CALIFORNIA.

SBASC 415 (11 Jan 44)

11 January 1944.

WOMEN'S BUREAU
JAN 17 1944
DEPARTMENT OF LABOR

Women's Bureau,
Department of Labor,
United States of America.

Dear Sir:

The receipt of the series of posters depicting women in industry is hereby gratefully acknowledged.

Our Safety Branch has found the poster entitled "Safety for Women in War Jobs" especially useful and has requested an additional 20 copies, if available.

Yours truly,

Mary C. Costello

MARY C. COSTELLO,
2nd Lt., WAC,
Asst Civ Tng O.

0630

sent 1-19-44 20

SBASCPT5C

SBASC 415 (11 Jan 44)

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MARY C. COSTELLO,
2nd Lt., WAC,
Asst Civ Tng O.



War Dept

January 1, 1944

Captain R. A. Parkins
Chief, Civilian Personnel Branch
Fort Benning, Ga.

Dear Sir,

In response to your request of December 27th, we are sending our pamphlets on standards for women's working conditions, that may be useful in employee relations work. The Women's Bureau posters showing women on various kinds of war jobs are being sent under separate cover; these may not be entirely pertinent to the civilian type of employment at Fort Benning but I believe you will find them of interest.

Yours very truly,

rfn

Mary Anderson, Director

HEADQUARTERS
FORT BENNING, GEORGIA
OFFICE OF THE COMMANDING [redacted] Officer

IN REPLY PLEASE ADDRESS:
THE COMMANDING [redacted] Officer
FORT BENNING, GA.

FORT BENNING, GEORGIA
27 December 1943

WOMEN'S BUREAU
DEC 30 1943
DEPARTMENT OF LABOR

Women's Bureau
U. S. Department of Labor
Washington, D. C.

Gentlemen:

This headquarters, in an effort to reduce absenteeism and personnel turnover, has organized an Employee Relations section.

In view of the fact that an increasing number of women are being employed, it is requested that pamphlets, posters and other material on the subject of women in industry be furnished the undersigned.

It is thought that by a study of the subject of womanpower and through the wide distribution of posters and material, full utilization of the services of women may be achieved.

Yours very truly,

R. A. Parkins

R. A. PARKINS,
Captain, Infantry,
Chief, Civilian Personnel Branch.

Note 2 Jan 1/1/44



WWII - War Dept. Correspondence War Dept

-25

March 28. 1944.

Mrs. Lily Lykes Shepard, Acting Chief
Women's Interests Section
Publications Branch, Bureau of Public Relations
War Department
Washington, D. C.

Dear Mrs. Shepard,

It was very kind of you to think of sending us the story of Italian women repairing clothing for our Army. I am very glad to have had the opportunity to read this and to have a copy in our files for reference purposes. I appreciate your continued interest in the work of our bureau.

Sincerely yours,

Mary Anderson, Director.

MVR/11



WAR DEPARTMENT
BUREAU OF PUBLIC RELATIONS
WASHINGTON 25



14 March 1944

Miss Mary Anderson, Chief
Women's Bureau
Department of Labor
Washington 25, D. C.

Dear Miss Anderson:

The opening paragraph of the attached copy sent back from Italy to the Bureau of Public Relations may lead you to believe that this is just another account of the good work being done overseas by the Quartermaster Corps, Army Service Forces.

But if you read further into the sentences, you will come to agree with me, I believe, that it is a very moving story about a labor situation and the way Italian women are meeting it. For that reason I am sending you this copy for your files. We have used some of it in our March releases, but no deletion has been made from the accompanying pages.

Sincerely,

Lily Lykes Shepard

LILY LYKES SHEPARD
Acting Chief
Women's Interests Section
Publications Branch

Inclosure
Story

WAR DEPARTMENT – 1945

Army

December 27, 1945

Colonel K. L. Hastings
Director of Personnel
Office of the Quartermaster General
Army Service Forces
Washington 25, D.C.

My dear Colonel Hastings:

The Women's Bureau appreciates very much your kind appraisal of the value of its cooperation with the Office of the Quartermaster General.

I assure you it has been a pleasure to work with you, and I wish to extend to all your staff my thanks and my good wishes for the holiday season and the year ahead.

Sincerely yours,

Frieda S. Miller, Director

FSM:LW:ML

SAVE

IN REPLY REFER TO _____

ARMY SERVICE FORCES
OFFICE OF THE QUARTERMASTER GENERAL
WASHINGTON 25, D. C.

FOR VICTORY BUY UNITED STATES WAR BONDS AND STAMPS

17 December 1945

WOMEN'S BUREAU
DEC 19 1945
DEPARTMENT OF LABOR

Department of Labor
Women's Bureau
Constitution Avenue & 14th Street
Washington 25, D.C.

Gentlemen:

We in the Personnel Division of The Office of The Quartermaster General have been extremely grateful for the cordiality and cooperation extended by you and your staff during the victorious year of 1945.

I want to take this occasion to extend our best wishes to you all for a Merry Christmas and a Happy New Year.

Sincerely yours,

K. L. Hastings
K. L. HASTINGS
Colonel, QMC
Director of Personnel

ARMS RECORDS BRANCH
QMG
DEC 10 2 13 PM '45

8/27/45

War Dept

SAVE

FOR VICTORY BUY UNITED STATES WAR BONDS AND STAMPS

SPMEC- WR

ARMY SERVICE FORCES
ARMY MEDICAL CENTER
WASHINGTON 12, D. C.

AG/tl

24 August 1945.

Mrs. Marguerite Zatoleon,
Department of Labor,
Room 1218,
14th & Constitution Avenue,
Washington, D. C.

My dear Mrs. Zatoleon:

This is to express renewed thanks for the very interesting and stimulating talk that you gave to the patients at Walter Reed General Hospital last Tuesday. You know from the many questions that were asked and the enthusiastic participation of your audience how very much it was appreciated. The purpose of the Orientation Program, conducted by the Educational Reconditioning Service here at the hospital, is to further and strengthen the patients' interest in current affairs and to furnish them with information on which to base intelligent decisions. Your discussion with the men served admirably to help realize this objective.

Hoping that we can have you with us again at some future date, I am

Very sincerely yours,

Alan Gewirth

ALAN GEWIRTH,
1st Lieutenant, AUS,
Educational Officer,
Reconditioning Service.

Jules

STANDARD FORM NO. 64

Files

~~Returned to~~ War Dept

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mrs. Nyswander DATE: Aug. 18

FROM : IHS

SUBJECT: Telephone call from Mrs. Hausknecht, War Dept., Ext. 5597

Research Br Info & Educ

Rm 2C460 Pentagon

R.

Mrs. Hausknecht has been working on postwar job report for the WAC. Has heard that "Miss Miller has a report out on the prediction of the market on women after the war," which she would like to see. Also thinks Miss Miller might be interested in the results of their study, based on cross-section of continental WAC, 6,000 cases.

Col. Davis

I said Miss Miller was having staff conference, and staff members were tied up with her, but would have someone call her later. Could you call her early Monday, as I think she may be expecting to hear from us this afternoon.

Miss Z., & WAC colonels get together

sent all of 203 + 201 + 18 + leaflet

Sent 8/20/45 M

WOMEN'S BUREAU
JUL 20 1945
DEPARTMENT OF LABOR

MEMO ----- to Members of Congress,
Washington, D.C.

Copy of letter following this memorandum is Self-Explanatory.

To prevent a scandal, by use of Goldbricks; our law makers should see to it that every soldier UNFIT for military duty, but fit for some useful occupation in Civilian life, be discharged immediately.

RESULTS

Less waste of manpower and TAXPAYERS' money.

Do Justice to members of our ARMED forces.

C O P Y

Washington, D.C.
1 June 1945.

Gen. George C. Marshall,
Chief of Staff - U.S. War Dept.
20th St., & Constitution Ave., N.W.
Washington, D.C.

Dear General Marshall,

Discrimination is evident by the latest War Dept. order to review cases of professional athletes inducted in recent weeks despite their failure to meet physical standards. This order is considered as class favoritism.

At present in the armed forces there is an accumulated excess of soldiers who are below minimum standards for induction and for whom no suitable positions are available. These men should be considered in compliance with War Dept. Circulars # 370 and # 485; also Army Regulations # 615365.

We appeal to you for Justice and fair play.

Sincerely yours,

Disabled & Disqualified Soldiers.



Director of Women's Bureau.

Dept. of Labor,
14th St & Constitution Ave., N.W.

Washington 25, D.C.

War

June 15, 1945

War Department
Directory Service
Washington 25, D.C.

Gentlemen:

Will you please place the following name on your list to receive your directory as it is issued:

Mary V. Robinson
Information Division
Women's Bureau
U. S. Department of Labor Room 1316
Washington 25, D. C.

Very truly yours,

Mary V. Robinson, Chief
Information Division

MVR/jc
Inf.Div.
cc gen. files ✓
robinson

Files
War Dept.

March 22, 1945

Lt. Col. Sidney C. Sufrin
Army Service Forces Personnel
Room 5C485 Pentagon Bldg.
Washington, D. C.

Dear Col. Sufrin:

Herewith are copies of the reports on Pennsylvania requests for extended hours which we discussed in my office earlier. I would appreciate any attention you can give them.

Sincerely yours,

Frieda S. Miller, Director

FM:IS

March 15, 1945

William Sellers, 1600 Hamilton Street, Philadelphia
Request permission to employ women over 18 as many as 11½ hours per day, 65 hours per week, for six (6) Time-keepers, 30 days - Phila. Ordnance

Proctor Electric Company, 3rd & Hunting Park Ave., Phila.
Request permission to employ women 10 hours a day, 7 days a week, 68 hours a week until April 7, 1945
Army Air Services - Phila.

January 17, 1945

A request from the Ford Motor Company, Chester, Pa. together with a letter from Lt. Jack Walsh of the Philadelphia Ordnance District, requesting ten hours a day and seventy hours a week for a three-month period. We also have a request from the United Automobile-Aircraft-Agricultural Implement Workers of America (Local 918) for twelve hours a day, eighty-four hours a week, for the same company.

War Dept

March 15, 1945

Mrs. W. B. Hobart
Room 4E990
War Department
Pentagon Building
Washington 25, D.C.

Dear Mrs. Hobart:

I enclose a statement on women in policy making posts in Government made at the 1944 convention of the National Federation of Business and Professional Women. You will note the figures apply only to selected agencies.

I hope this material will be useful to you.

Yours sincerely,

Janet M. Hooks,
Associate Industrial Economist

Enclosure
JMH/al

Gen. 49

U. S. DEPARTMENT OF LABOR War Slip

ROUTING SLIP

DATE 1/22/45

To-	-From
War Department	Women's Bureau
Washington, D. C.	Washington, D. C.

Referred for—

☐ Approval	☐ Memo
☒ Comment	☐ Previous correspondence
☐ Digest	☐ Reply
☐ Discuss with me	☐ Report
☐ File	☐ Return
☐ Information	☐ Signature

☐ Reply for signature of _____

Remarks: Attached herewith is a letter regarding the Frankford Arsenal which we are referring to your office. The writer, whose name we have omitted from the copy sent you, has been advised of this action.

Mrs. Mary K. Cooper
2071 E. Victoria St.
Phila. Pa.

Frieda S. Miller
Director

War Dept

"KEEP 'EM FLYING"

REPLY, PLEASE ADDRESS
COMMANDING GENERAL
ATTENTION:

_____DIVISION
_____SECTION

ARMY SERVICE FORCES
PHILADELPHIA QUARTERMASTER DEPOT
2800 SOUTH 20TH STREET
PHILADELPHIA 45, PA.

IN REPLY, REFER TO
FILE:

WOMEN'S BUREAU
FEB 26 1945
DEPARTMENT OF LABOR

24 February 1945.

Women's Bureau,
U. S. Department of Labor,
Washington, D. C.

Dear Sir:

Please send the writer a copy of "Women in Personnel and Industrial Relation Work in War Industries", March 1943 issue.

Very truly yours,

Agnes V Reilly

AGNES V. REILLY,
Placement Counselor,
Personnel Division.

FOR VICTORY
BUY UNITED STATES WAR BONDS AND STAMPS

SAVE

Re: Meeting with War Dept Mar 15, 1945
From Mary Beyer
3/19/45

War Dept

STATEMENT ON EXPERIENCE WITH HOURS OF WORK IN WAR PLANTS

In the period since Pearl Harbor a great body of experience with various schedules of working hours has developed in war plants in many industries throughout the country.

Efforts to achieve maximum production by round the clock operation with three 8 hour shifts have been consistently maintained and there has been general agreement that this is the most practicable ideal solution from the standpoint of production, efficiency and welfare.

Round the clock, steady operation, has, however, always presented a difficult maintenance and repair problem. ~~Moreover,~~ As manpower shortages have developed, it has become increasingly difficult adequately to staff third shifts, and even in some cases second shifts. Some plants have for these reasons changed from three shifts to two, and have tried to compensate for production lost in abandoning a shift by lengthening daily hours to 9, 9½ or 10 and weekly hours to between 50 and 55. A number of arrangements have been tried, often consecutively in the same plant, in ~~an~~ efforts to find ~~that~~ how schedules which will keep absences at a minimum and produce the greatest volume of output. In this process the 6 day week has been replaced to some extent by the 5½ day week or the 5 day week. On the other hand, during temporary emergencies 7 day weeks have been resorted to. Up to a point longer weekly hours have increased total output, although hourly efficiency generally declines after 8 hours a day, or after some longer work

Departures from the principle of the 8 hour day 6 day week have been to some extent inevitable all along. Conflicts with standards set by State laws for women and minors have been handled by obtaining permits from State Labor Departments on a case by case basis. In practically all States having such legislation - and this includes all the principal industrial States - relaxations have been granted

on showing of need, and to the extent required. In general war production has not been impeded by the State labor laws which have been preserved on the statute books and will resume their full force and effect when the war emergency is ended. This is due to the cooperation extended by the State in granting exemptions and special dispensations.

Limited relaxations have proved effective - for the reason that management has been spurred to get out production in the shortest possible time, has been impelled to study the problems of hours and shifts critically, and has been able to secure needed relief when specific tasks required extra hours. This system has tended to maintain normal hours schedules, which, it is generally agreed, are the most productive for the long pull and are best adapted to women and to minors and older persons of both sexes who constitute an increasing proportion of the work force and the bulk of the labor reserves. The ~~normal~~ 8 hour day schedule is also best adapted to full utilization of the supervisory force which has had to be spread thin at a time when expansion and changing processes mean a constant challenge and a growing burden.

In their close cooperation with managements and with regional representatives of the procurement agencies in dealing with the problem of adapting State labor laws to the exigencies of war production, State Labor Departments have accumulated much valuable experience and are equipped to give practical advice and suggestions to ~~other~~ plants.

In reviewing the experience of the past 3 years officials of both State and Federal labor departments and of the procurement agencies agree that the ~~optimum~~ hours and shift arrangements must be devised on a plant by plant basis to suit the character of the available labor supply, the pattern of community facilities, and the production schedules and requirements. As conditions change new arrangements must be instituted. No generalizations can take the place of experimentation and study of

the effects of different work schedules in each plant.

Wide variations in the absence rates and the turnover rates of plants on similar hours schedules, whether short or long, indicate the extreme importance of labor relations and personnel practices in keeping workers on the job. Tremendous spurts in production have been achieved when management and labor fully appreciated the emergency needs which occasioned a temporary increase in scheduled hours of work or days per week. Conversely, and indiscriminate letting down of restrictions and lengthening of work schedules, it has been demonstrated, does not produce good results: absenteeism mounts, hourly efficiency drops, total output may lag.

At this stage in the war effort when manpower shortages are making more and more difficult the manning of third shifts, or in some cases second shifts, many plants managements are considering the abandonment of those shifts and are giving consideration to alternatives. The following observations, derived from plant experience as reported by State Labor Commissioners in connection with the granting of relaxations of State labor laws seem pertinent:

1. Two 9 or 10 hour shifts for 5 days a week, or at most 5½ days a week, have been found to work as well or better than 6 days of 8 hours each for 3 incomplete shifts, in a number of industries, especially in light industries with repetitive tasks.

2. Women generally prefer the 5 day week, because 2 days off each week enables them to attend to personal and family business, as well as to get needed rest and recreation. They are often times willing to work 9 or even 10 hours a day in order to secure the 5 day week.

3. Both men and women consider travelling long distances to work a half day unreasonable. Therefore where transportation difficulties or long travel time obtain the 5 day week has been found almost as productive as the 5½ day week.

4. Six full 10 hour days are not generally deemed efficient by management, labor, or State officials.

5. In view of the fact that increasing reliance must be placed on women, in many war industries, and because their work in the plants cannot be separately organized, the schedule which is most efficient for women tends to become the plant schedule.

Files
War Dept.

January 18, 1945

Colonel William J. Brennan, Jr.,
General Staff Corps,
Chief, Labor Branch
Industrial Personnel Division
Army Service Forces
Washington 25, D. C.

Dear Colonel Brennan:

I certainly appreciate your very complete reply to my inquiry about the situation in Evansville, Indiana. It gives me hope that the distress reported in that area may soon be relieved.

Sincerely yours,

Frieda S. Miller,
Director

FSM/nn





HEADQUARTERS ARMY SERVICE FORCES
WASHINGTON 25, D. C.

SPGC-L

copy sent Ziegler

13 January 1945



Miss Frieda S. Miller
Director, Women's Bureau
U. S. Department of Labor
Washington 25, D. C.

Dear Miss Miller:

The following information is submitted in answer to your request concerning the Evansville Ordnance Plant.

After the cutbacks in small arms ammunition of last year, several government plants, of which the Evansville Ordnance Plant was one, were dismantled. Although the recent expansion in small arms ammunition requirements involves a very large increase from current production levels, the new peak to be attained in the summer of 1945 will be approximately one-third lower than that reached before the cutbacks. Consequently, the allocation of the current expansion was made among plants which were still more or less intact. The Evansville Plant had been primarily engaged in the production of .45 caliber and carbine ammunition; sufficient capacity was available for these items elsewhere. We have been assured by the Ordnance Department that introduction of .30 and .50 caliber lines would have involved a virtual remaking of the plant and would not have been practical for that reason.

As is suggested by your field correspondent, a small arms ammunition plant is not equipped to do loading of heavy shells since both the nature of the process and the machinery required are quite different. The loading of shells for the expanded heavy ammunition program has been concentrated in government plants specifically built for that purpose in the early phases of the war.

At the present time, the outlook for the Evansville Plant, now largely engaged in tank modification, does not call for increased employment. We are quite conscious of the general looseness in the Evansville labor market area. We are, of course, largely guided by the area classification of the War Manpower Commission in these matters. In line with national procurement policy, preference in the placement of new contracts is given to such loose labor markets as Evansville, where other factors make this possible. Within the past two weeks, the Army has placed a

contract with the Servel Manufacturing Company in Evansville for the production of 105mm cartridge cases. This work will require approximately 400 workers sometime in the late spring of this year; it is understood that a fair proportion of these workers could be women. Whether this contract will result in a net increase in employment at Servel will depend on the total contract position of the plant at that time. In addition, the Army Air Forces have recently placed enough additional work with the Republic Aircraft Corporation to cancel the previously projected employment decline at that plant and, in fact, to expand employment by more than 2,000 over the next six months.

Very truly yours,

Wm J Brennan Jr.

WILLIAM J. BRENNAN, JR.
Colonel, General Staff Corps
Chief, Labor Branch
Industrial Personnel Division

Files War Dept

January 3, 1945

Colonel William J. Brennan, Jr.
Chief of the Labor Branch
Industrial Personnel Division
Headquarters, Army Service Forces
War Department
Room 5C-485, Pentagon Building
Washington 25, D. C.

Dear Colonel Brennan:

At the suggestion of Colonel Naylon and Major Goulard I am enclosing excerpts from a memo forwarded by one of our field workers relative to the possibility of allocating contracts for small arms ammunition to the Evansville Ordnance Plant.

If this possibility has already been explored, may I know what decisions were made, but if not, I would like to bring to your attention the fact that there is available here in Evansville a group of unemployed women needing work who are already trained in manufacture of small arms ammunition.

May I have a report on the possibility of employing these women as you look at it. Thank you.

Yours very sincerely,

Frieda S. Miller
Director

FSM:CM:sl

C
O
P
Y

CONFIDENTIAL

December 29, 1944

To: Miss Frieda Miller, Director

Re: Evansville Ordnance Plant
Evansville, Ind.

*****The General employment situation is worse than at the time ~~since~~ we were in Evansville last fall. The union is interested in trying to have some of the ammunition contracts which are now being given to firms allotted to the Ordnance Plant. According to report the restricted area where the small arms ammunition was formerly loaded is still standing idle. At the time we were in Evansville this part of the plant was not being utilized for the tank repair program. Also ammunition packing was still being done in part of the plant, although the amount of this was being reduced at the time of our visit. While the repair work on tanks is very important, apparently no one contemplates that the tank program will require more than a relatively small proportion of the workers who were once employed on the small arms ammunition.

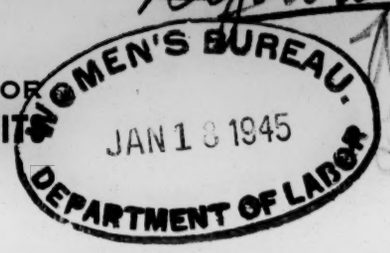
*****It is reported that a company in Fort Wayne has received a contract for 155 MM shells and people in Evansville are wondering whether the Evansville plant might not be able to load shells of this size. Of course these are very large shells and it would seem to me that changes in equipment might be needed. I should think it would be much easier for the plant to begin work again on small arms ammunition. Certainly there are quite a number of women available in Evansville who have had experience with small arms ammunition.

*****Some of the union people seem to feel that the Company has not been particularly eager to get new war contracts for this plant. I think it might be worth while to inquire directly of War Department in Washington. Probably the possibility of using this plant has already been considered thoroughly, but Mr. Walters thought there might be a chance that some available facilities have been overlooked.

files

Superseded

ARMY SERVICE FORCES
OFFICE OF THE FISCAL DIRECTOR
OFFICE OF DEPENDENCY BENEFITS
213 WASHINGTON STREET
NEWARK 2, N. J.



War Dept

Dear Sir:

I am sending the inclosed booklets to you in the expectation that they will be useful to you in the guidance of dependents of Army men and women. These booklets are revised editions of previous printings, revised better to answer questions which, experience has indicated, are most likely to arise.

The U. S. Army payment of allotments-of-pay and family allowances is, according to Fortune Magazine, the greatest operation of its kind in our history. Its success is dependent not alone on the officers and civilian personnel who prepare the checks and keep the accounts, but also upon the understanding cooperation of the individuals served. Leaders, such as you, can do much in their communities to assist dependents in continued cooperation and understanding of the problems involved.

For example, with over seven million accounts, our files contain many thousands of identical names. In many instances even the names of wives and cities are identical. This explains why it is vitally important for those writing to the Office of Dependency Benefits always to include the soldier's full name, the soldier's Army Serial Number and, if possible, the application or X-number of the account. These numbers provide quick and positive identification of the Army personnel involved in the account.

Likewise, correct addresses are essential to insure prompt delivery of checks and to avoid unnecessary work. Each month thousands of checks are returned to this office because dependents have moved and have not notified this office and their local postmaster of their change of address. Notification of change of address filed with the local postmaster, on the form provided in all post offices, permits the prompt forwarding of any check already in the mail. Returned checks are costly in the time and labor necessary to file, hold, and remail them, and in some cases the delay causes needless hardship for the dependents.

Also, many dependents do not fully understand the qualifications for entitlement to the benefits administered by this office. Some, through lack of understanding of the law, apply for benefits for which they are not eligible. For the same reason, others who are eligible for benefits have not applied or have failed to indicate their eligibility.

These are but a few of the simple problems which arise in administering family allowances and allotments-of-pay. You, and others in comparable positions, can give advice and counsel in your community and render a real service to the dependents of service personnel by being able to give them authentic and helpful information when they need it.

If you need additional copies of the inclosed booklet or any additional information, please feel free to ask for them.

Thanking you and with best regards, I am

Sincerely yours,

H. N. Gilbert

H. N. GILBERT,
Brigadier General, United States Army,
Director.

Incl. 2 FA-4 Booklets.

WAR DEPARTMENT – 1946

War Sept
3-3

January 14, 1946

Mr. Edwin J. Michelson
(C/o Mr. R. S. Allen)
OSW - War Department
Room 3C854 Pentagon Building
Washington 25, D. C.

Dear Mr. Michelson:

In response to your telephone inquiry today I am enclosing various materials of the Women's Bureau which may be helpful in the preparation of your logistical survey, showing women in war industries and occupations in which they were engaged.

There is also enclosed a list of our publications and if you see anything more you wish you may let us know.

Very truly yours,

Mary V. Robinson, Director
Public Service and Editorial Division

Enclosures

jc
cc gen.files
robinson

WAR DEPARTMENT — SERVICES OF SUPPLY

LIAISON REPRESENTATIVES

DIRECTOR TANKS AND COMBAT VEHICLES

DIRECT
TRANSPORT VE
& RUBBER PRO
Col. E.S.Van

U-261

EXECUTIVE BRANCH

Chief — Col.W.E.Niles — U-2522
Asst.Chief — Maj.H.S.Gier — U-2422

PUBLIC RELATIONS SECTION — Maj.S.C.Pace — U-2116

SECURITY SECTION — Capt.J.P.Rodgers — U-2007

WAR AID SECTION — Lt.T.Jacobs,Jr. — U-2117

MILITARY PUBLICATIONS SECTION — Maj.O.J.Adams — U-2681

LEGAL BRANCH

Chief — Lt.Col.D.J.Clifford — U-2404
Exec.Asst. — Capt.A.E.Hadlock,Jr. — U-2325

CONTROL BRANCH

Chief — Maj.G.M.Ives — U-2443

ADMINISTRATIVE MANAGEMENT SECTION — R.J.Cahall — U-2547

STATISTICS & PROGRESS SECTION — Capt.R.B. Larzelere — U-2145

SPECIAL ASSISTA
TO CHIEF OF CEN

F.L.Devereux — U-2331

OR

DEVELOPMENT BRANCH

Chief — Lt.Col.J.M.Colby — F-260
Asst.Chief — Lt.Col.C.K.McClelland — F-261
Exec.Asst. — Capt.L.B.Magruder,Jr. — F-262

ASST.CHIEF STAFF SECTIONS — C.W.Kynoch — F-273

ADMINISTRATION SECTION — Lt.R.A.Cohen — F-169

PLANNING & CONTROL SECTION — Capt.W.J.Neff,Jr. — F-182

SIMPLIFICATION SECTION — Col.A.B. Domonoske — F-266

ENGINEERING OPERATIONS SECTION — Maj.H.N.Brownson — F-190

COMBAT VEHICLE SECTION — Maj.W.W.Durding — F-269

TRANSPORT VEHICLE SECTION — Maj.E.H. Holtzkemper — F-271

SPECIAL PROJECTS SECTION — Lt.Col.C.K. McClelland — F-261

COMPONENTS SECTION — Col.A.B. Domonoske — F-266

RUBBER SECTION — Lt.Col.B.J. Lemon — F-264

ENGINEERING AND MA
BRANCH

Chief
Deputy Chief
Exec.Asst.

WASHINGTON LIAISON SECTION — Col.J.E. McInerney — Wash.,D.C. RE 6700

ADMINISTRATION SECTION — Capt.D.E.Wanless — U-2644

REQUIREMENTS & STATISTICS SECTION — Maj.O.A.Thaxton — U-2754

PARTS NUMBER CONTROL SECTION — H.L.Wright — U-2194

TOOLS & EQUIPMENT SECTION — H.G.Kitchin — U-2506

ENGINEERING SECTION — Lt.Col.F.R.Young — F-60

PARTS & SUPPLIES SECTION — A.C.Tiedeman — U-245?

ASST.CHIEF STAFF UNITS — H.W.Evans — F-389

ASST.CHI
OPERATI
UNITS

J. Prosk

F-6

PLANNING & CONTROL UNIT — Capt.A.F.Huber — F-67

ENGINEERING SPECIALISTS UNIT — H.W.Evans — F-389

PRODUCT APPRAISAL UNIT — Lt.R.F.Partridge — F-384

DRAFTING UNIT — Capt.W.T. Harris,Jr. — F-280

ENGINEERING RECORDS UNIT — J.F.Struck — F-80

LIGHT & HEAVY TANK UNIT — Capt.B.M. Dunham — F-385

MEDIUM TANK UNIT — E.O.Schjolin — F-376

MISCELLANEOUS VEHICLE UNIT — Capt.G.B.Bailey — F-88

MOBILE SHOP UNIT (Phila) — Maj.E.A. Newhouse

TRUC
TRAI
UN

Maj.F.

F-

Notes:
This chart was prepared for a special purpose and is not available for further distribution.

U represents Union Guardian Building trunk - CHERRY 4900
F represents Fisher Building trunk - TRINITY 1-8300

SPECIAL CHART

KEY PERSONNEL
TANK-AUTOMOTIVE CENTER
OFFICE OF THE CHIEF OF ORDNANCE
Reviewed: U.M.Ives, Maj.Ord.Dept., Chief, Control Branch
Approved: W.E.Niles, Col.Ord.Dept., Ex.Ofcr.
Date of latest revision: 12 Aug. 43

CHIEF OF CENTER
BRIG. GEN. W. P. BOATWRIGHT U-2211

SSISTANT CHIEF OF CENTER
BRIG. GEN. J. K. CHRISTMAS U-2111

SSISTANT CHIEF OF CENTER
(FOR SUPPLY AND MAINTENANCE)
BRIG. GEN. S. E. REIMEL U-2001

EXECUTIVE OFFICER
COL. W. E. NILES U-2522

ADJUTANT
CAPT. R. M. STRODE U-2218

ECTOR VEHICLES PRODUCTS Van Deusen 2611

DIRECTOR PARTS & SUPPLIES Col. G. K. Howard U-2434

DIRECTOR TOOLS & EQUIPMENT C. B. Smith U-2317

STAFF BRANCHES

STANTS ENTER

FISCAL BRANCH
Chief — Capt. E. Blair U-2133

- PAYROLL SECTION — Lt.B.O.Knoess U-2069
- ACCOUNTING SECTION — Lt.D.N.Pederson U-2788

PERSONNEL BRANCH
Chief — Maj.R.K.Perrine U-2147
Asst.Chief — K.D.McLean U-2313

- EMPLOYEE RELATIONS SECTION — J.H.Kiefer U-2394
- MILITARY PERSONNEL SECTION — Capt.R.M.Strode U-2218
- OCCUPATIONAL DEFERMENT SECTION — J.T.Stolpa U-2169
- OFFICE MANAGEMENT SECTION — Vacant
  - CLASSIFICATION SECTION — J.P.Koreck U-2683
  - PLACEMENT SECTION — B.J.Bordener U-2335
  - TRAINING SECTION — M.A.Purdy Acting U-2703

ADMINISTRATION BRANCH
Chief — C.E.Grafmueller U-2222
Spec.Asst.to the Chief — J.F.Spear U-2066

- TRANSPORTATION SECTION — Capt.G.E.Phares U-2140
- MAIL & RECORD SECTION — W.M.Smith U-2436
- HEADQUARTERS SERVICE SECTION — Capt.R.W.Nagle U-2223

OPERATING BRANCHES

MANUFACTURING H
Col.E.L.Cummings U-2544
Lt.Col.R.J.Icks U-2691
Capt.S.H.Larcombe U-2480

- PROCUREMENT PROCESSING SECTION — Lt.Col.H.H.Haas U-2537
- SMALLER WAR PLANTS LIAISON SECTION — H.M.Johnson U-2600
- INSPECTION SECTION — Maj.F. Gitzendanner U-2264
- MANUFACTURING SECTION — Lt.Col.G. W.White U-2651
  - O.D.INDUSTRY INTEGRATION COMMITTEES — Lt.Col.G.W.White U-2651
  - TRANSPORT VEHICLE UNIT — Maj.J.H. Middlekamp U-2762
    - TANK & COMBAT VEHICLE UNIT — Maj.P.C.Ronayne U-2648
    - MISC. PRODUCTS UNIT — T.A.Kreuser U-2798
- TANK DEPOT SECTION — P.F.Giles U-2711

CHIEF ATING TS — oske F-62

RUCKS & RAILERS UNIT — F.R.Nail F-95

STOCK CONTROL BRANCH
Chief — Col.O.G.Fegan U-2417
Deputy Chief — Lt.Col.W.M.Townsend U-2271
Asst.to Chief — Lt.Col.A.J.Plant U-2292
Exec.Asst. — Lt.Col.R.C.P.Evans U-2461
Asst.to Exec.Asst. — Maj. T. Wilder U-2401
Tech.Advisor to Chief — O.C.Barnett U-2408

- INVENTORY CONTROL SECTION — Lt.Col.J.A. Barclay U-2136
- ADMINISTRATION SECTION — W.H.Fox,Jr. U-2441
- PACKAGING SECTION — P.L.Dafoe U-2768
- ISSUE SECTION — W.G.Jabas U-2764
  - TANK & VEHICLE SECTION — Lt.Col. B.Ourisman U-2001
  - TOOLS & EQUIPMENT SECTION — K.M.Greiner U-2158
  - PARTS & SUPPLIES SECTION — Lt.Col.E.Bloir U-2280
  - MACHINE SERVICE SECTION — Maj.G.E.Ising U-2801

MAINTENANCE BRANCH
Chief — Col. G.W.Vaughn U-2105
Asst.Chief-Technical — Lt.Col.C.P.Simpson U-2873
Asst.Chief-Operations — Lt.Col.J.F.Rodenhauser U-2105
Exec.Assistant — Capt.G.A.McBride U-2470
Exec.Assistant

- PLANNING & CONTROL SECTION — C.G.Williamson U-2024
- ADMINISTRATION SECTION — H.A.Shorter U-2057
  - PARTS REQUIREMENTS SECTION — R.K.White U-2012
  - PREVENTIVE MAINTENANCE SECTION — Col.G.W.Vaughn U-2105
  - TOOLS & EQUIPMENT REQUIREMENTS SECTION — Maj.M.deK.T. Kennedy U-2330
  - TECHNICAL SECTION — Maj.O.H.Pease U-2175
    - MODIFICATION SECTION — Lt.Col.H.O. Mathews U-2182
    - SHOPS SECTION — Maj.G.L.Doll U-2476
    - RECLAMATION SECTION — Maj.C.F.Venn U-2049
    - FIELD INSPECTION SECTION — H.E.Aulmann U-2188

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CONTROL DIVISION, HEADQU

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POT

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T NUMBER 67

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QUARTERS, SERVICES OF SUPPLY

INTR

As a result of arrangements between the Assistant Chief of Staff for Operations and the Control Division a joint study has been conducted of the operating and storage methods employed by typical depots of the Supply Services. Representatives of the Control Division, Plans Division, Office of the Chief of Ordnance and Office of the Quartermaster General analyzed depot organizations and systems in the field and depot supervision in the Offices of Chiefs of Services and the S.O.S. levels in Washington.

Individual reports have been made on each field installation and each Washington office of the Supply Services studied. The overall report, which is presented herewith, is based upon the findings of the separate studies which included nine branch and four jointly occupied depots.

In general, non-standard organizations and procedures were found to exist and uniformly sound warehousing methods were found to be lacking. The recommendations contained in this report were developed to remedy this situation and to standardize, so far as practicable, the organization structure and operating methods of depots and to provide more efficacious supervision over their general management and warehousing policies.

RODUCTION

In some instances recommendations contained in this report have, to an extent, already been placed in operation by depots or by Supply Services in Washington as a result of the study. The individual reports on the installations and Services are available to interested agencies of the S.O.S. for further study.

A. B. DRAKE,
Colonel, Q.M.C.,
Chief, Storage &
Shipping Branch,
Plans Division.

C. F. ROBINSON,
Colonel, G.S.C.,
Director, Control
Division

SUM

MMARY

SUMMARY OF
CONCLUSIONS AND RECOMMENDATIONS

LEGEND
- CONCLUSIONS ON DEPOT OPERATIONS
- RECOMMENDATIONS ON DEPOT OPERATIONS

ORGANIZATION

UNSOUND ORGANIZATION STRUCTURE exists within S.O.S. and Offices of Chiefs of Supply Services.

THAT ORGANIZATION STRUCTURE within S.O.S. and Offices of Chiefs of Supply Services be realigned in accordance with recommended plan.

LEVELS OF COMMAND

TOO MANY LAYERS OF COMMAND intervene between depots and the Field Service (or equivalent) Division of the Office of the Chief of some Supply Services.

THAT LAYERING OF COMMAND between Depot Commander and Chief of Field Service (or equivalent) Division be eliminated and that Commander report direct to Division Chief.

TOO MANY SOURCES GIVE ORDERS to Depot Commanders and Supply Officers, resulting in confusion to varying degrees.

THAT PARALLEL FUNCTIONAL ORGANIZATIONS be established at each level; S.O.S., Offices of Chiefs of Services and Depots, dividing activities other than overhead into Stock Control and Warehousing.

PROCEDURES

SIMPLIFICATION OF CLERICAL AND ADMINISTRATION PROCEDURES at all depots is essential to improve elements of time, manpower and costs.

THAT PROCEDURES BE STANDARDIZED AND SIMPLIFIED to greatest extent practicable in accordance with recommended plan.

REPORTS & STATISTICS

OPERATING STATISTICS SUBMITTED BY DEPOTS have not been properly utilized in overall depot management; and operating statistics which purport to reflect efficiency of performance in handling tonnage in and out of depots actually do not accomplish this purpose.

THAT MORE ACCURATE MEASUREMENTS OF EFFICIENCY BE DEVELOPED by Supply Services to reflect the efficiency of handling the clerical and administrative work at depots; that comparative analyses be developed by comparing like depots with each other and each depot with itself, and that such data be used for overall management purposes; that the Assistant Chief of Staff for Operations revise present methods of comparing operations among depots by classifying like depots into groups for comparative performance purposes.

RECURRING REPORTS PREPARED by depots for internal use and for higher authority are excessive; overall recurring reports as to number, type and distribution of individual recurring reports called for by higher authority have placed an undue burden on depots.

THAT DETAILED STUDIES OF REPORTS BE CONDUCTED by operating sections in all Supply Services; that such studies be conducted under the supervision of the Control Branch of each Service.

MORE THAN THREE TIMES AS MANY PERSONS are used to handle paperwork and other overhead than are used to handle material in and out of the warehouse; the ratio of costs between the two functions is high.

THAT PROCEDURAL REQUIREMENTS OF PAPERWORK be reduced to release surplus personnel and reduce costs; that unnecessary operations be discontinued through detailed studies of procedures by administrative analysts assigned by Chiefs of Services.

ACCOUNTABILITY

VERIFICATION WORK PERFORMED BY FINANCE OFFICE PERSONNEL duplicates the verification work performed by depot personnel and does not constitute a property audit..

THAT THE COMPLETE VERIFICATION WORK of Finance Office personnel be discontinued and that a spot audit of items in stock against inventory records be substituted.

REGULATIONS COVERING SURVEYS OF LOSSES become unnecessarily burdensome when applied to items of minute value and are inconsistent with the present volume of depot business, causing an excessive amount of paper work.

THAT THE FISCAL DIVISION, S.O.S., undertake to simplify the survey regulations for depots by adapting accepted business practices to stock items, with adequate allowances for shrinkage, breakage and deterioration to large scale commercial operations.

UNNECESSARY CLERICAL WORK is needed for acknowledging receipt of a shipment through the return of a shipping ticket signed by the consignee, and no useful purpose is served.

THAT THE REQUIREMENT that a signed shipping ticket be returned to the consignor by the consignee be discontinued; that the use of Bill of Lading Acknowledgment Form 214 be discontinued, and that the signed copy of the Bill of lading be used for accountability purposes.

MISCELLANEOUS

THE DEGREE OF DECENTRALIZATION of personnel authority to depots varies among Supply Services, bringing about inconsistencies in personnel policy at jointly occupied depots.

THAT THE ASSISTANT CHIEF OF STAFF FOR OPERATIONS obtain a further and uniform decentralization of personnel authority.

CONFLICTS AND LACK OF STANDARDIZATION are apparent in directives and instructions published by the War Department, the S.O.S. and the individual Supply Services on depot operations.

THAT THE ASSISTANT CHIEF OF STAFF FOR OPERATIONS analyse all such directives and instructions with the purpose of standardizing procedures and publishing them in default form, in conformity with the recommendations contained in this report.

CONTINUING NEED FOR TRAINING is apparent at depots and greater emphasis should be placed on selection of personnel for top executive positions.

THAT A COMPREHENSIVE TRAINING PROGRAM be developed in Offices of Chiefs of Supply Services, and that the appropriate S.O.S. Staff Division supervise the over-all program; that technical responsibility for positions be prescribed by the appropriate Staff Branch of the Supply Service.

WAREHOUSING

EFFICIENT METHODS OF MATERIALS HANDLING, space conservation and labor utilization have not been carried out to as great an extent as practicable in all depots.

THAT GREATER EMPHASIS BE PLACED on the various aspects of warehousing through inspection, training, and instruction, and that the present organization structure be strengthened at all levels, S.O.S., Supply Service and the Depot, in order to improve the efficiency of warehousing activities.

SPACE, LABOR & EQUIPMENT

LACK OF CONTINUOUSLY AVAILABLE TECHNICAL ADVICE on warehousing and on electric accounting machine methods has prevented depots from keeping up to date on new developments and putting machinery to fullest use.

THAT A WAREHOUSE EXPERT AND A SPECIALIST ON ELECTRIC ACCOUNTING MACHINES be attached to the staff of each Service Command and be available for technical assistance to all Services of Supply installations within Service Commands.

NO EFFECTIVE MACHINERY has been set up for the proper allocation or transfer of material handling equipment between depots or between Supply Services.

THAT THE STORAGE DIVISION, S.O.S., take steps to see that each Supply Service analyses its material handling equipment requirements and makes such transfers as may be necessary to increase efficiency of depot operations; that the Storage Division make such transfers as may be necessary between Supply Services to increase the overall efficiency.

EFFECTIVE COORDINATION of all phases of the material handling equipment problem has not been accomplished; no one agency is responsible for determining (screening) the requirements, guiding production under existing contracts and allocating equipment to meet domestic and overseas demands.

THAT THE ASSISTANT CHIEF OF STAFF FOR OPERATIONS be charged with the responsibility of screening all requirements for procurement of material handling equipment; balancing production under existing contracts within available production capacity in order to adequately meet the needs of the Army; and continuously analysing the requirements of depots to insure that such equipment is being utilized to the maximum extent.

THE MAINTENANCE OF A SEPARATE box and crate shop by each Supply Service at jointly occupied depots results in waste of storage space, increased labor costs and does not lend itself to specialization in this field.

THAT A BOX AND CRATE SERVICE BE INSTALLED at one point at each jointly occupied depot and be provided with adequate lumber handling equipment, storage facilities and adequate box making machinery, including nailing machines; that this service be supervised by a competent box and crate superintendent; that each Shipping Department using boxes or crates requisition its requirements, giving dimensions and type of material to be crated; that packing requirements, so far as feasible, be restricted to a few sizes of standard boxes which can be made on a production schedule, with economy.

STOCK CONTROL

IMPROPER STOCK CATALOGUE NUMBERS AND NOMENCLATURE on requisitions from posts, camps and stations, and on data documents prepared by consignors on incoming stocks, account for more wasted time and manpower at depots than any other single factor.

THAT FULL RESPONSIBILITY FOR SEEING THAT WITH THE STATION COMMANDER who would certify as to correctness; that complete and up-to-date stock catalogues be released without delay to posts, camps and stations and that revisions or additions to stock numbers or nomenclature be furnished them as they occur; that Supply Services establish permanent code numbers while new items are on order, and supply those numbers to the depots before the material arrives; that Supply Services inaugurate a thorough search for duplicate numbers before assigning new numbers; that proper numbers and nomenclature be provided manufacturers with the original order; and that the manufacturer must properly tag all material with the code number, standard War Department nomenclature and drawing number or manufacturer's part number, as prescribed by Supply Services.

FAILURE TO RECEIVE SUB-IN DOCUMENTS before receipt of supplies results in confusion and delay in picking up the property on the stock records and in making items available for issue.

THAT PROCUREMENT AGENCIES of the Supply Services take effective steps to assure notification in advance of shipments to depots by suppliers.

LACK OF COORDINATED PLANNING of distribution facilities is indicated by the fact that each of the nine Service Commands is supplied by from seven to thirteen different depots; the number of Supply Services shipping material from more than one depot to the same Service Command varies from two to five.

THAT THE ASSISTANT CHIEF OF STAFF FOR OPERATIONS analyse this problem with a view to coordinating the planning of distribution to Service Commands and Ports of Embarkation.

STOCK RECORDS WITH INCORRECT BALANCES cause additional paper work in depots.

THAT DEPOTS HAVING UNRELIABLE STOCK RECORDS TAKE steps to bring them up to date as soon as possible; that shipping tickets, rather than requisitions, be used for internal operations relative to shipments.

NO MACHINERY OF SUFFICIENT EFFECTIVENESS has been set up by Supply Services or the S.O.S. to standardize depot procedure, with the consequence that procedural improvements developed by one depot have not been passed on to other depots.

THAT AN EFFECTIVE METHOD AND PROCEDURE ORGANIZATION be set up at each level (S.O.S., Supply Service and Depot) to improve and standardize procedure and simplify work routines and methods; that these groups interchange ideas for improvements among depots.

RETURNS OF EXCESS SUPPLIES from posts, camps and stations are frequently less than the quantities declared in the shipping ticket, causing confusion in the warehouse.

THAT SUPPLY OFFICERS AT POSTS, CAMPS AND STATIONS BE GIVEN ADEQUATE TRAINING and instruction on all supply activities for which they are responsible; and that careless and incompetent supply officers be reprimanded or replaced.

INSIGNIFICANT SHORTAGES in carload lot deliveries at times delay picking up the property on stock records and in making items available for issue until the entire carload is recounted or other property adjustment is made.

THAT, REGARDLESS OF OVERAGES, SHORTAGES OR DAMAGES to portions of deliveries, acceptable items be processed immediately through the stock recording sections of depots so that these records may be kept accurate and current for operating purposes.

MALDISTRIBUTION OF SUPPLIES TO DEPOTS is a major hindrance to the performance of their mission of keeping material the critical future of this problem is indicated by the large volume of back orders and extracts at most depots.

THAT REPRESENTATIVES OF THE ASSISTANT CHIEF OF STAFF FOR OPERATIONS correct this maldistribution and observe in the field the working of the Surgeon General's buy depot system to determine whether or not, if adopted for use by all Supply Services it would meet the problem of maldistribution of material.

TWO SETS OF STOCK RECORDS, one of which could be eliminated if electric accounting machines were installed, are maintained by Supply Services which do not use this machinery.

THAT THE SIGNAL CORPS AND CHEMICAL WARFARE SERVICE consider installing electric accounting machines for stock accounting purposes, where installations are justified by volume of activity.

THE USE OF FORM 4084, Requisition for Clothing and Equipage, by the Quartermaster Corps increases the time and labor needed to edit at depots and to requisition at posts, camps and stations.

THAT THE ASSISTANT CHIEF OF STAFF FOR OPERATIONS and the Office of the Quartermaster General consider the advisability of using a separate form for the reporting of excess stock and eliminate it from the 4084 requisition.

THE POLICY OF REQUIRING SHIPMENT of Ordnance Department spare parts to units 30 to 45 days ahead of activation results in confusion.

THAT THE POLICY OF LAYING DOWN SHIPMENT 30 to 45 days in advance of activations be reviewed by the Assistant Chief of Staff for Operations with the Army Ground Forces to determine if all equipment should continue to be handled on this basis.

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NIZATION

APPLICATION OF RECOMME

The purpose of the proposed organisational changes within the Servi of Supply is to improve the management, operation and procedures of all pot activities, including stock control. Line and staff principles have developed to the maximum extent by establishing parallel functional staf each echelon:

Headquarters, S.O.S.	- Overall planning
Office of Chief of Supply Services	- Administration
Depots	- Operations

Efficient management of depot operations is dependent on the selection o qualified personnel at all organization levels but in addition there mus be teamwork on the part of each individual and a clear cut understanding his specific responsibilities and the basic organisation principles unde which the organisation operates.

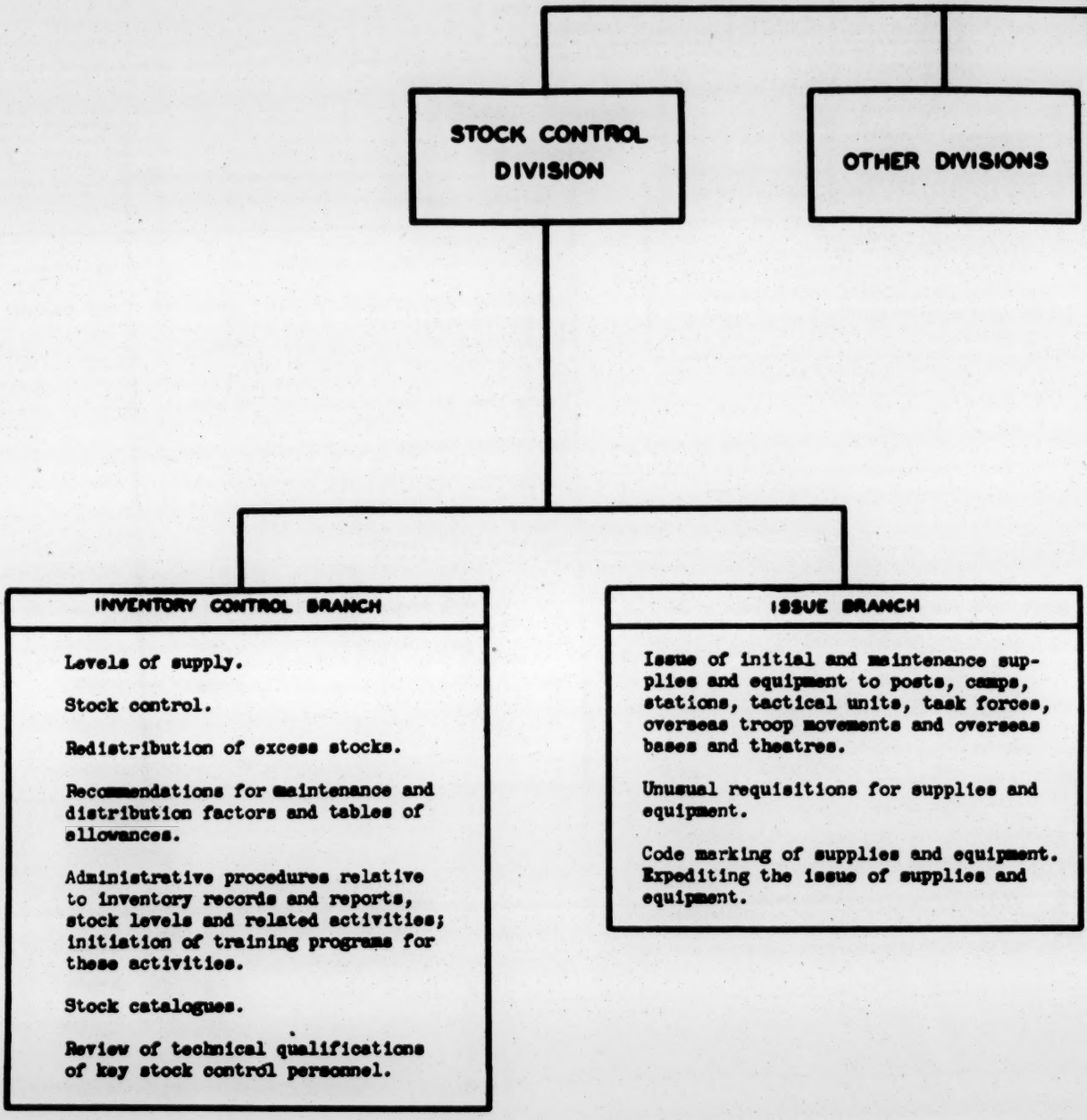
(1) Staff officers must appreciate the necessity for proper co-ordination and must clearly differentiate between informational and routine matters which can be handled directly with corresponding functio

chiefs and matters of policy which must clear through command channels. Staff heads at the Supply Service and Depot levels should likewise appreciate the necessity of dealing through their superiors on matters which are of management significance. Furthermore, they should keep their superiors fully informed as to any major decisions reached. Lines of liaison contact are provided to speed up the tempo and to make the organization more flexible and more effective.

(2) Staff and line officers are jointly responsible for performance but in carrying out their responsibilities must not violate line-staff principles. Line officers should make full use of the advice and assistance of staff officers but line officers nevertheless should be held strictly accountable for results. Line officers will coordinate the activities of their subordinate staff officers and will see that conflicting instructions or interpretations are not handed down to their subordinate line organization units.

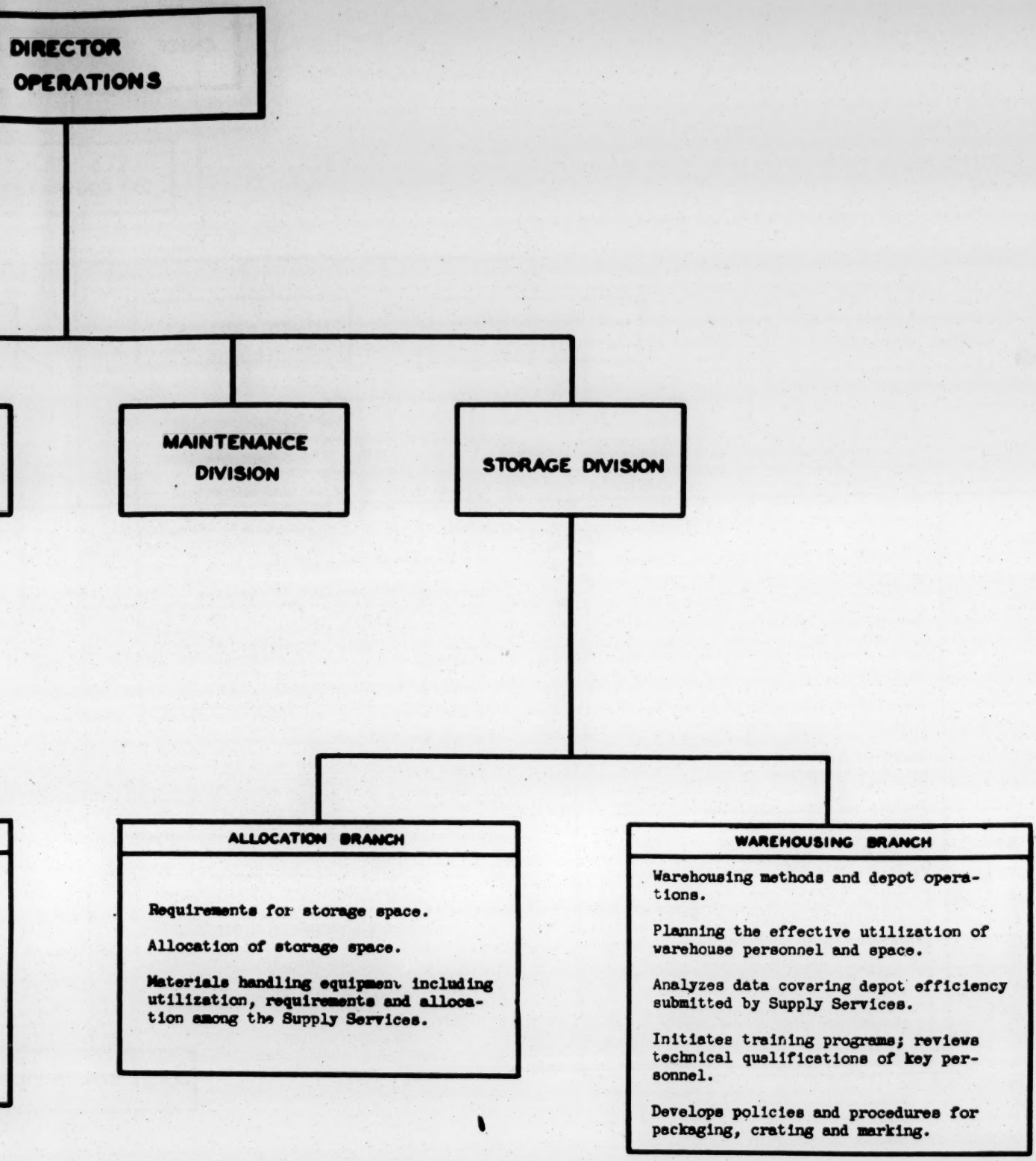
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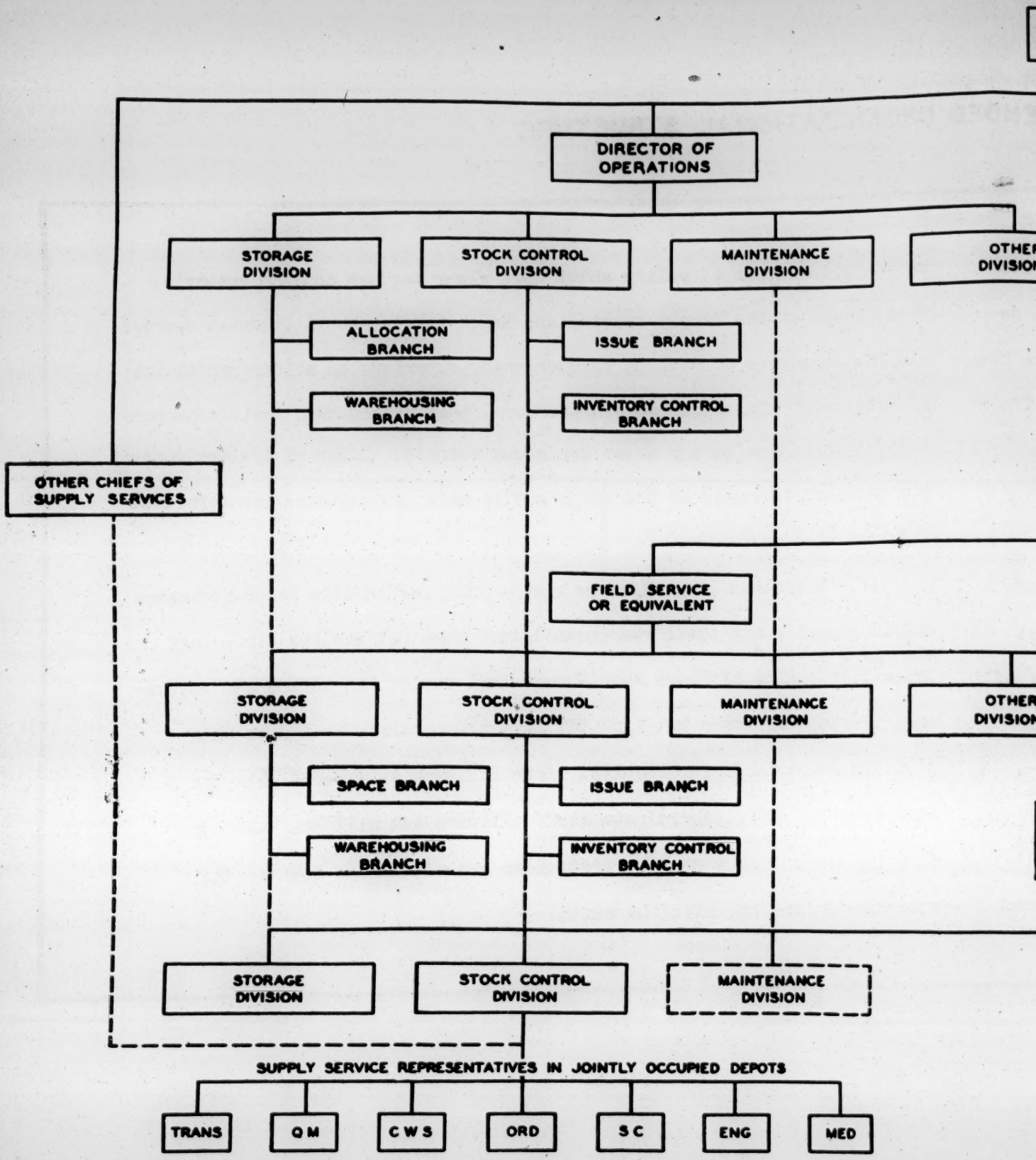


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IDED ORGANIZATION

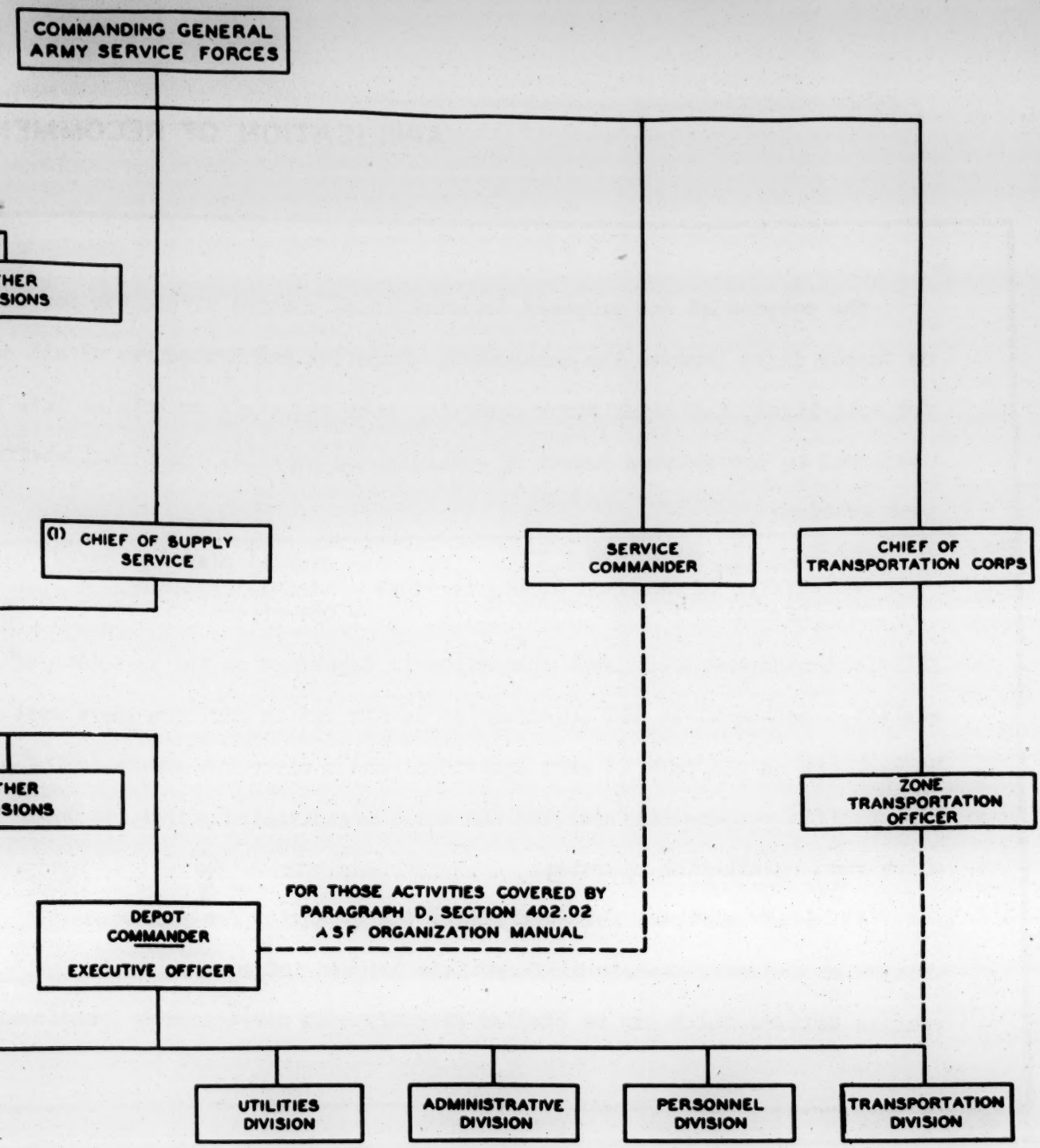


RECOMMENDED RELATIONSHIP BETWE



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WEEN DEPOTS, SUPPLY SERVICES, AND STAFF DIVISIONS

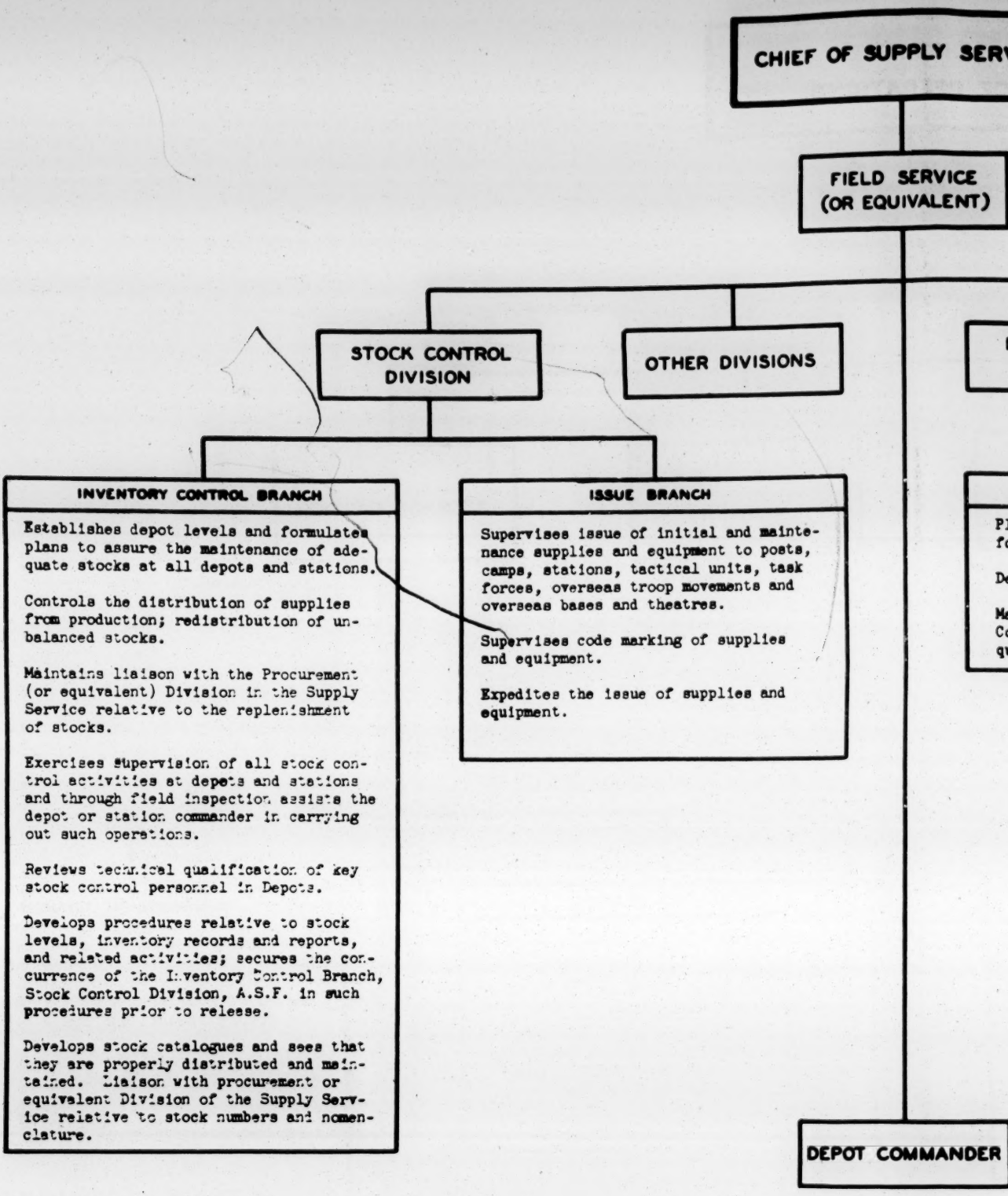


(1) AS DESIGNATED BY HEADQUARTERS, ARMY SERVICE FORCES, IN CASE OF JOINTLY OCCUPIED DEPOTS

ACTIVATED WHEN DEPOTS PERFORM REPAIR ACTIVITIES

LIAISON CHANNEL

RECOMMENDED ORGAN



ANIZATION

SERVICE

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T)

MAINTENANCE DIVISION

STORAGE DIVISION

SPACE BRANCH

Plans the overall space requirements for the Supply Service.

Determines need for additional space.

Maintains liaison with the Inventory Control Branch relative to space requirements.

WAREHOUSING BRANCH

Develops modern warehousing methods and procedures; and secures the concurrence of the Storage Division, A.S.F., in such procedures prior to release.

Exercises supervision of all warehousing operations at depots; and through field inspection assists the depot commander in carrying out such operations.

Sees that maximum use is made of material handling equipment, depot space and warehouse labor.

Determines requirements for materials handling equipment and authorizes the transfer of such equipment between depots to meet demands.

Supervises packing, crating and marking; liaison with Procurement Division of the Supply Service relative to packing and crating specifications.

Initiates training programs. Reviews technical qualifications of operations and warehouse offices.

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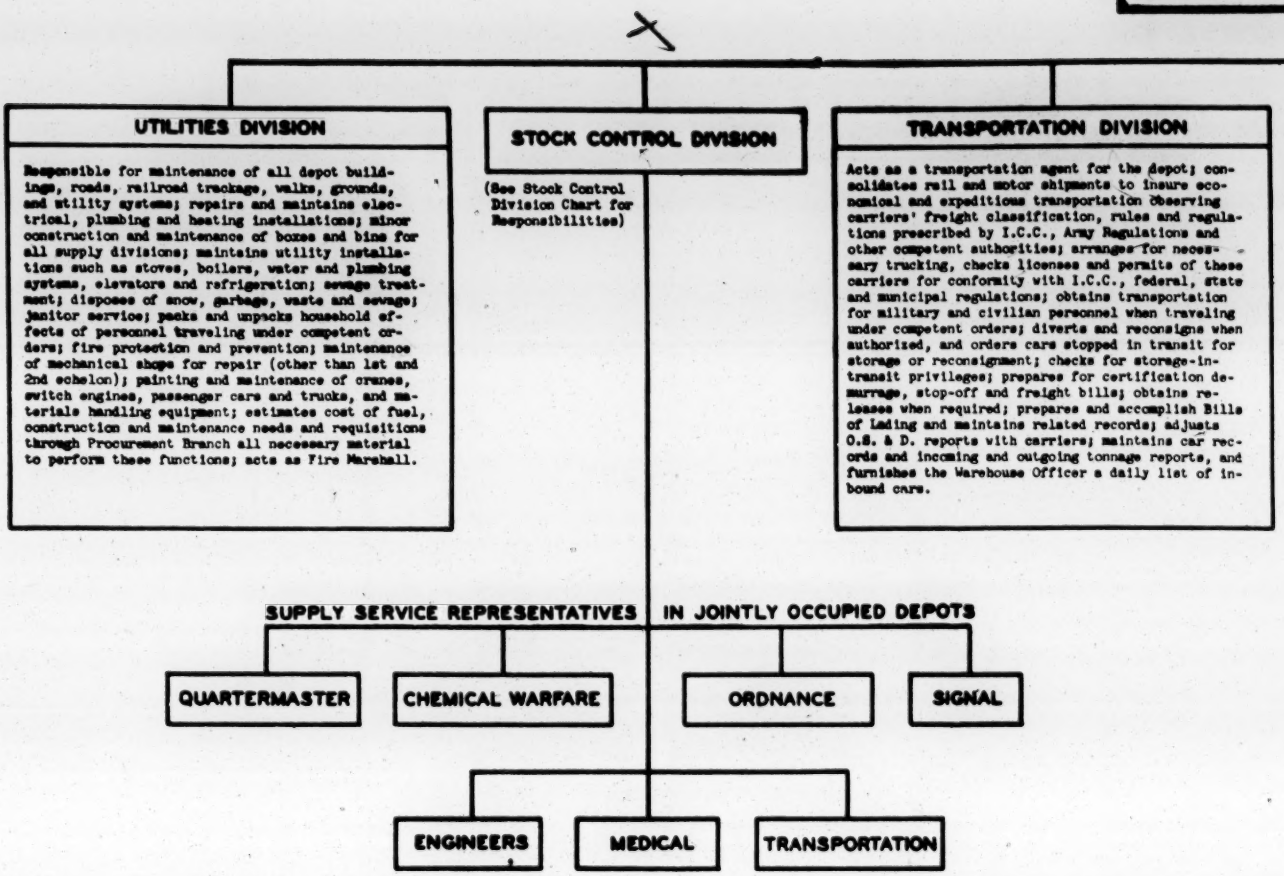
RECOMMENDE

DEPOT

Responsible for

EXEC

As senior officer, c
the depot in accorda
tives issued by high
mander. Acts direct
judgment, do not req
manding Officer; coo
procedures and repor
public relations act
historical data.



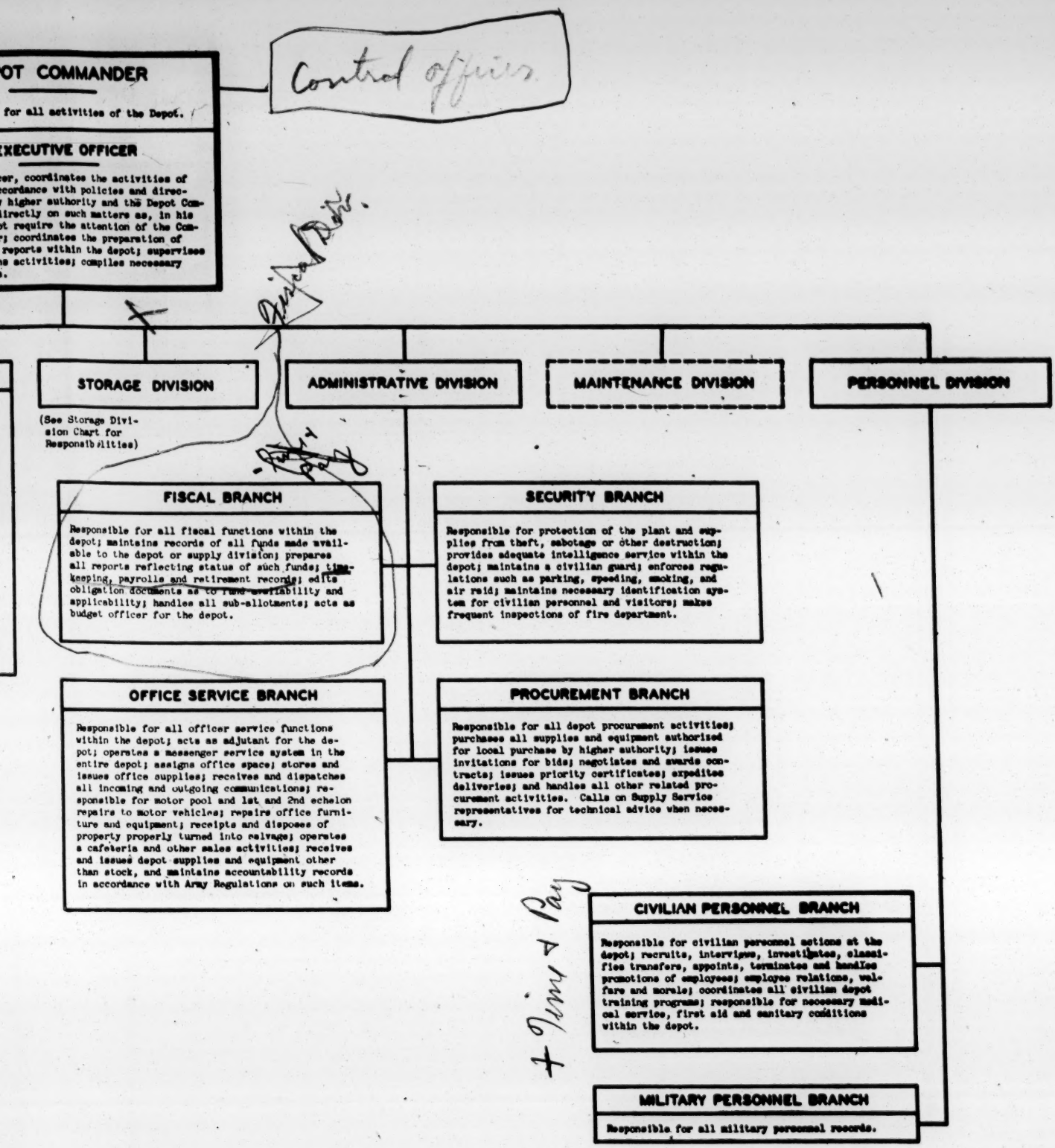
In jointly occupied depots the tenant Supply Services are responsible only for technical supervision of stock control, maintenance, manufacturing, and procurement activities for which each has primary interest. Depot commanders have responsibility for efficiency of all operations.

Where the volume of procurement is large, the Procurement Branch may be elevated to the division level.

Activated for depots having repair activities.

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NDED ORGANIZATION



RECOMMENDED ORG

STORAGE DIVIS

(Allocates and ass
all depot spac

PACKING AND SHIPPING BRANCH

Prepares all materials and supplies for shipment; insures that proper packing and crating methods are employed; supervises the activities of all packers; operates a box and crate service, except in jointly occupied depots, where a central box and crate service is maintained; marks and stencils outgoing packages and crates; places necessary strapping on boxes and crates as required; checks outgoing shipments to insure that actual shipment corresponds to shipping ticket.

LABOR AND EQUIPMENT BRANCH

Furnishes labor and equipment and supervision needed for loading, unloading, and warehousing; exercises supervision necessary to insure that all labor and equipment is efficiently and properly utilized; makes 1st and 2nd echelon repairs to material handling equipment.

RECEIVING BRANCH

Receives all supplies and equipment; ascertains quantities received by checking against documents submitted by consignor; prepares necessary documents for incoming shipments.

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NOTE: Storage Division will not m

ORGANIZATION

DIVISION

nd assigns
space)

STOREKEEPING BRANCH

Maintains location records, except where such records are maintained by accounting machines; stores all supplies and equipment; selects stock items from outgoing shipping tickets to fill requisitions; accurately records and reports vacant space as prescribed by higher authority.

CYCLE INVENTORY BRANCH

Takes regular and special inventories of depot stock.

INTERNAL TRANSPORTATION BRANCH

Operates for the Transportation Officer all railway rolling stock within the depot; supervises switching crews, yardmaster and other personnel connected therewith; spots and shifts railroad cars; arranges for placement of trucks and vans.

not maintain stock records.

RECOMMEN

ST

SUPPLY SERVICE REPRESENTA

TRANSPORTATION

CHEMICAL WARFARE

ORDNANCE

QUARTERMASTER

OUTGOING PROPERTY BRANCH

Receives, assigns document identification numbers and registers all requisitions received from posts, camps and stations; edits as to form, stock number and nomenclature, stock availability and excess stocks when necessary; prepares extracts and maintains extract requisition files; maintains back and future order file and effects releases therefor; maintains records of excesses at posts, camps and stations, and controls distribution thereof; maintains complete files on requisitions and debit and credit vouchers, and follows up to insure that final action is taken on each requisition; prepares shipping tickets, if not prepared by electric accounting machines, and distributes to required agencies; initiates purchase requests for local procurement; recommends changes in stock levels established by the Chief of the Service; verifies the accuracy of shipping tickets and other documents prepared from requisitions, when verification is not accomplished by electric accounting machine; maintains record of credit items; follows up closely on requisitions for newly activated units to insure the items are delivered as specified in activation orders; effects distribution and transfer of stock as directed by higher authority.

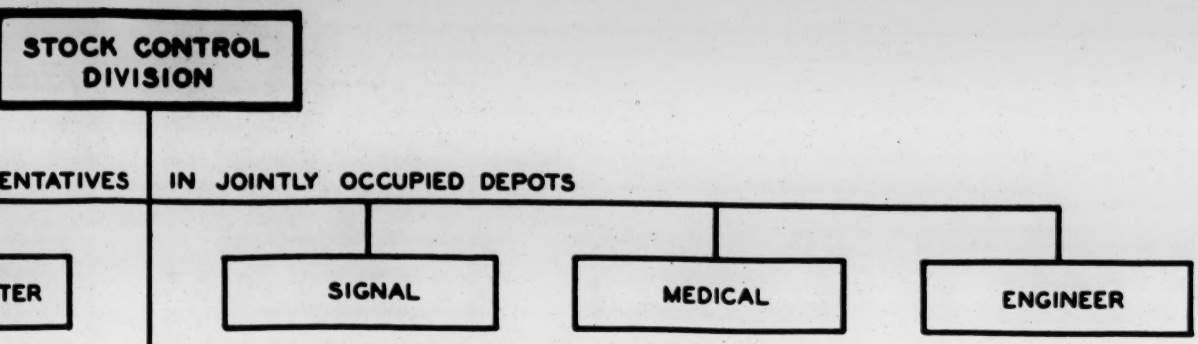
STOCK ACCOUNTING BRANCH

Maintains necessary registers and assigns transaction numbers; reviews documents and returns for correction when necessary; maintains quantitative stock control when electric accounting machines are used; maintains depot stock record accounts; prepares master and additional copies of shipping tickets, receiving reports, back and future orders, and extracts; furnishes required reports of stock balances and other listings as required such as dues-in or dues-out.

NOTE I - Supply Servicb representatives in jointly occupied depots are technical advisors to the Chief of the Stock Control Division with respect to stock control requirements of their respective services.

NOTE II - Consolidation of like activit tions in jointly occupied depots into f pot will be accomplished as soon as spa cedures are standardized.

MENDED ORGANIZATION



INCOMING PROPERTY BRANCH

Receives, assigns document identification numbers, and registers all due-in documents; maintains complete files reflecting status of dues-in; verifies stock numbers, nomenclature, and prepares all dues-in documents for processing by the Stock Accounting Branch; verifies tally-ins with shipping documents received from consignor for quantity, size, stock numbers, extract numbers, etc.; prepares required receiving and inspection reports, if not prepared by electric accounting machine, and distributes to required agencies; handles all correspondence and adjustments relative to dues-in; keeps the Storage Division informed as to dues-in.

INVENTORY AND ADJUSTMENT BRANCH

Responsible for seeing that regular and special physical inventories are taken and that appropriate adjustments in stock records are made; checks posts, camps and stations for excess stocks; prepares all O.S. AND D., and Reports of Survey.

ctivities of the present supply sec-
into four branches for the entire de-
as space is made available and pro-

LACK OF STANDARDIZATION IN THE
OF OVERHEAD UNITS EXISTS AT

Organization Units	Warehouse Manual	Atlanta Q.M.	Schenectady Q.M.	General Col
Salvage Officer				x
Depot Property Officer	x	x	x	x
Safety Engineer				x
Adjutant	x			
Training				
Personnel Officer	x	x	x	x
Transportation Officer	x	x	x	x
Utilities Officer	x	x	x	x
Fiscal Officer	x		x	
Depot Protection Officer	x	x	x	
Administration Division		x	x	x
Depot Surgeon		x	x	x
Post Ordnance Officer		x		
Warehouse Officer	x	x	x	x
Supply Officer	x	5	4	
General Mess Branch				
Legal				
Mail & Records				
Maintenance Shop				
Automotive School				
Signal Officer				
Public Relations			x	
Provost Marshal				
Procurement Inspection Officer				
Maintenance Section				
Intelligence Officer				
Training School				
Depot Historian				
Control Officer				
Exchange Officer				

HE ORGANIZATION
AT DEPOTS

ral Depots				Branch Depots				
Columbus Q.M.	Jefferson-ville Q.M.	San Antonio Q.M.	Atlanta Ordnance	Anniston Ordnance	Granite City Engineer	St. Louis Medical	Red River Ordnance	Kansas City Q.M.
x							x	
x		x	x	x	x	x	x	
x								
		x		x	x		x	x
		x						
x	x		x	x	x	x	x	x
x	x	x	x	x	x	x	x	x
x	x	x		x	x	x	x	x
	x	x		x	x		x	x
	x	x	x	x	x	x	x	x
x		x	x			x	x	x
x		x		x	x	x	x	
x		x			x	x		
5	5	7	x	2	x			x
			x					
		x						
			x	x				
			x	x	x			
			x					
x				x		x		
x	x	x		x				x
	x			x				
	x			x	x	x	x	x
		x		x	x		x	
x							x	
x					x	x	x	x
x								
					x			
			x		x			

LACK OF STANDARDIZATION
OF WAREHOUSING UNITS

Name of Unit	Atlanta Q.M.	Atlanta Engineers	Atlanta Medical	Atlanta Signal	Atlanta C.W.S	K
Administrative Sect.	x					
Labor or Equip. Pool Sect.	x	x		x		
Packing & Crating Sect.	x		x	x		
Receiving Sect.	x				x	
Shipping Sect.	x		x	x	x	
C of E; Stoorkeeping;						
GS & Sub. Sect.	x	x	x	x	x	
Night Shift Sect.	x					
Packaging & Shipping Sect.		x				
Stock Location & Assign.						
Sect.		x				
Receiving & Inspect. Sect.		x	x	x		
Carpenters & Painters Sect.		x				
Inspection Sect.						
Rewarehousing Sect.						
Inventory Sect.						
Surplus & Salvage Sect.						
Stock Records Sect.						
Issue Sect.						
Unit Assembly Sect.						

ION IN THE ORGANIZATION
ITS EXISTS AT DEPOTS

lanta C.W.S.	Kansas City Q.M.	Columbus Q.M. Sec.	Columbus Ord. Mtr.	Columbus GS - Ord.	Schenectady Q.M.	Schenectady Ordnance	Schenectady Medical	Schenectady Engineers	Jeffersonville Q.M.	St. Louis Medical
		X								
	X	X			X	X		X		
			X	X					X	
X	X	X	X	X		X	X	X	X	
X	X	X	X	X	X	X	X	X	X	X
X	X	X			X	X			X	X
					X					X
		X								
		X	X							
			X	X	X	X				X
				X						
										X
										X
										X

LACK OF STANDARDIZATION IN THE C
OF STOCK CONTROL UNITS EXISTS

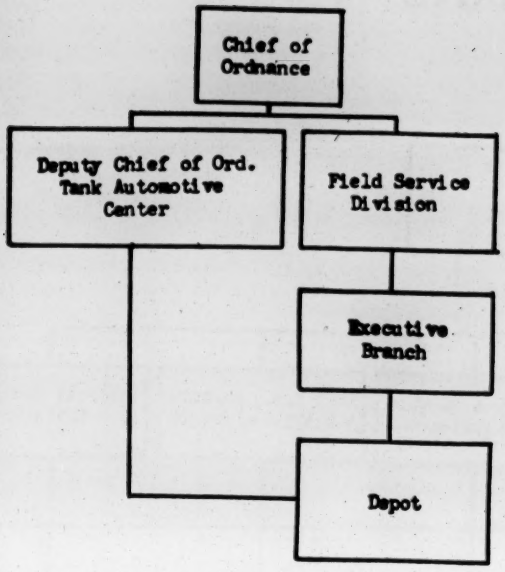
Name of Unit	Atlanta-Q.M.	Atlanta Engineers	Atlanta Medical	Atlanta Signal	Atlanta C.W.S.	K
Administration Branch	x		x			
Editing Branch	x	x	x		x	
Stock Accounting Branch	x	x	x	x	x	
Incoming Property Branch	x				x	
Service Branch	x					
Requisition Processing Br.		x				
Control Branch		x		x		
Property Voucher Branch		x				
Personnel & Fiscal Branch		x				
Property Branch			x			
Inventory Branch			x	x	x	
Unit Assembly Branch			x			
Requisition (Edit) Branch				x		
Shipping Branch					x	
Receiving & Shipping Branch						
Field Inspection Branch						

THE ORGANIZATION
STS AT DEPOTS

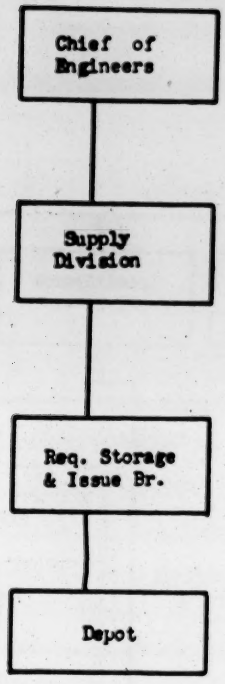
nta C.W.S.	Kansas City Q.M.	Columbus Q.M. Sec.	Columbus Ord. Mtr.	Columbus 3S - Ord.	Schenectady Q.M.	Schenectady Ordnance	Schenectady Medical	Schenectady Engineers	Jeffersonville Q.M.
	X	X			X				
	X	X			X				X
	X	X	X		X				X
	X	X	X		X	X		X	X
	X	X			X	X	X		X
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LEVELS

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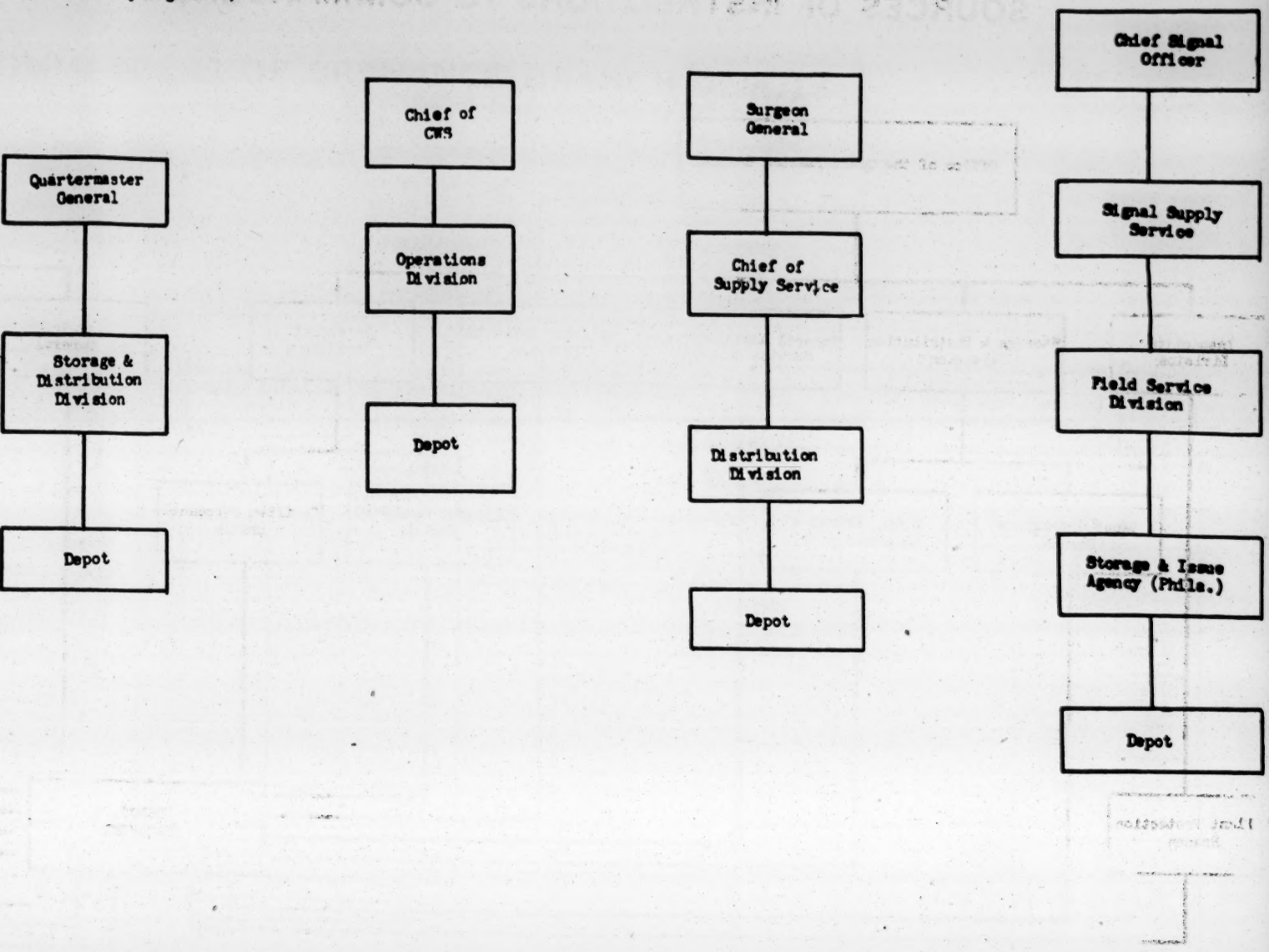


NOTE: In process of reorganization.

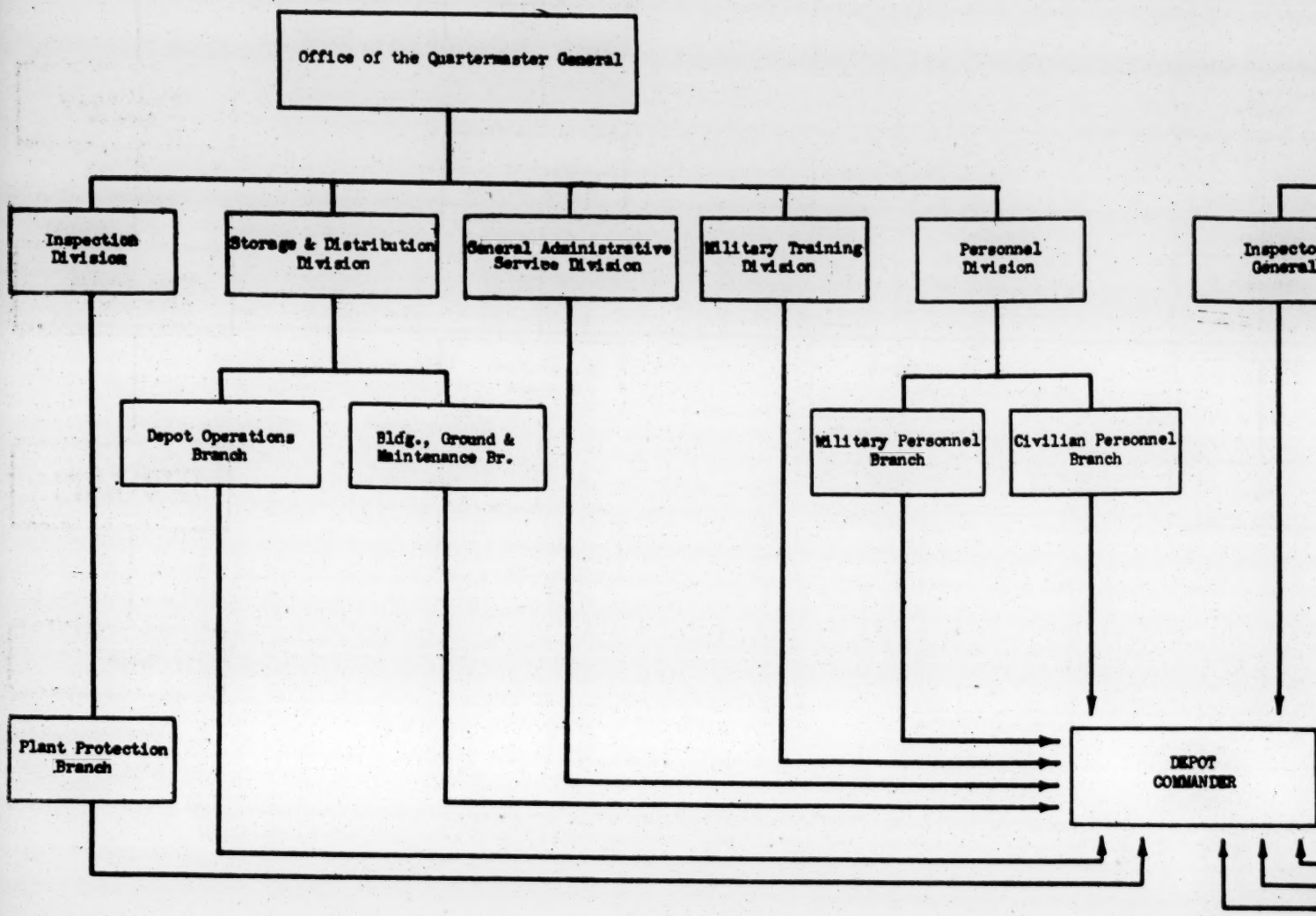


.S OF COMMAND

(As currently organized)

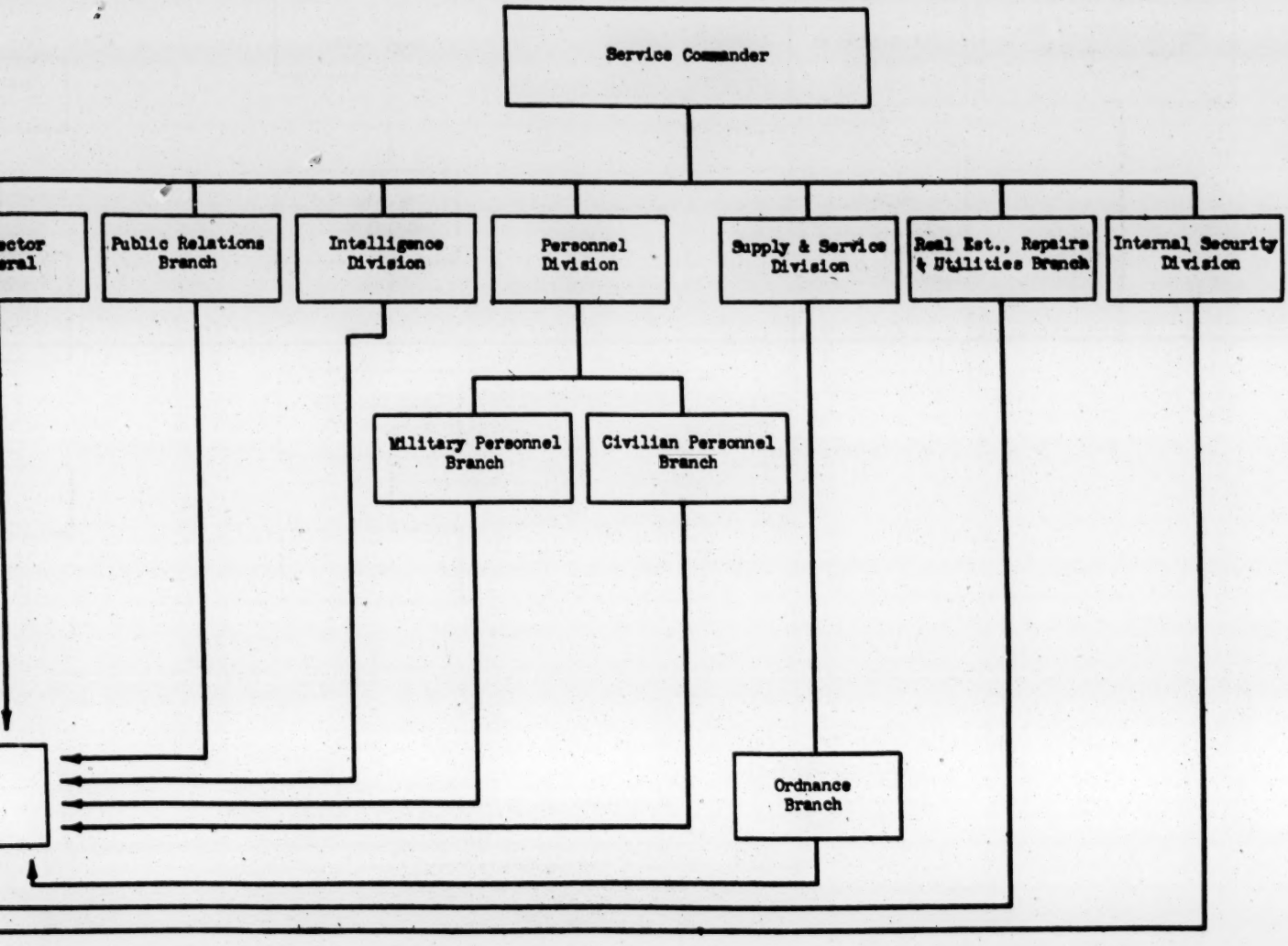


SOURCES OF INSTRUCTIONS TO COMMANDERS OF JOI

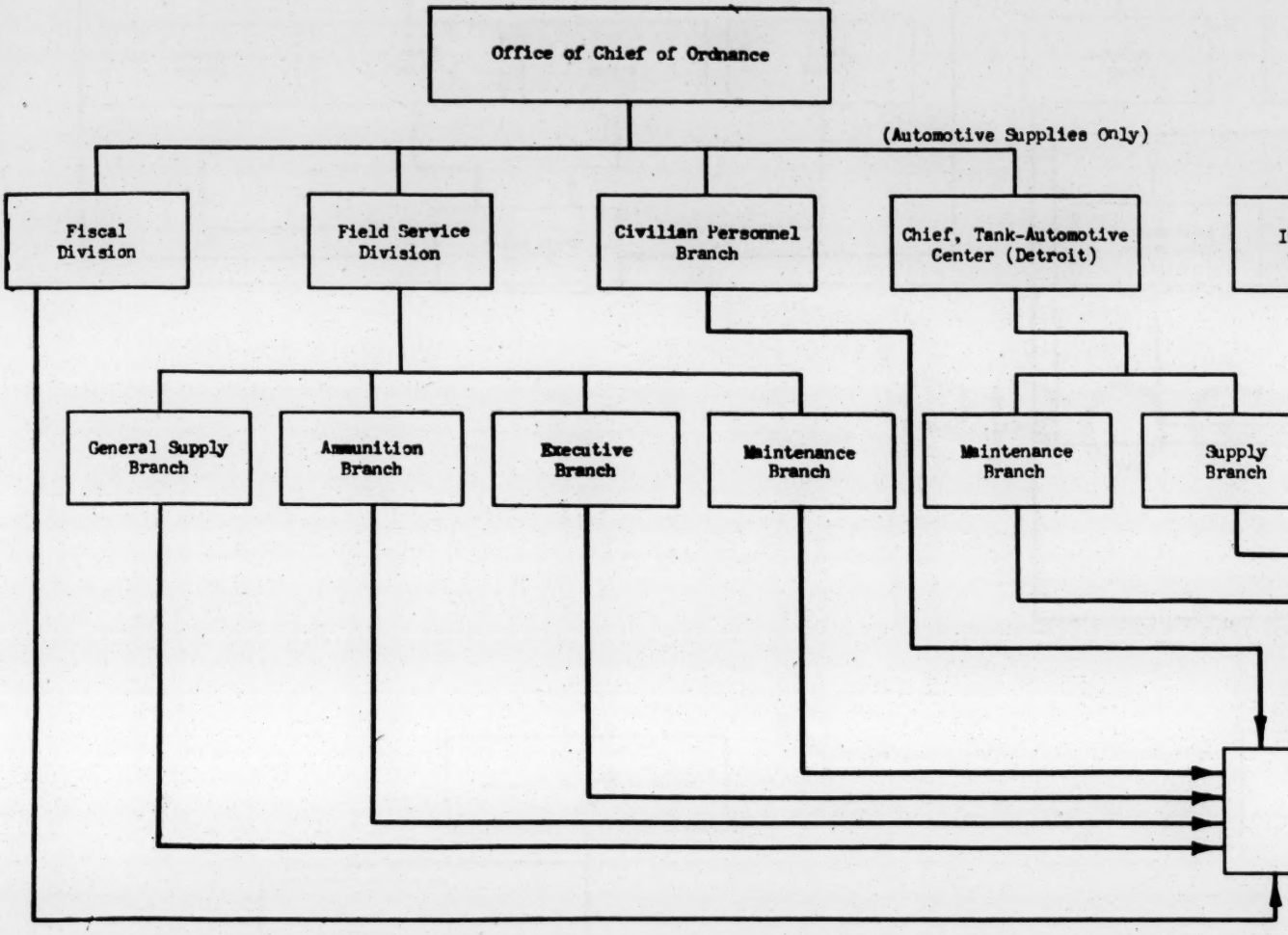


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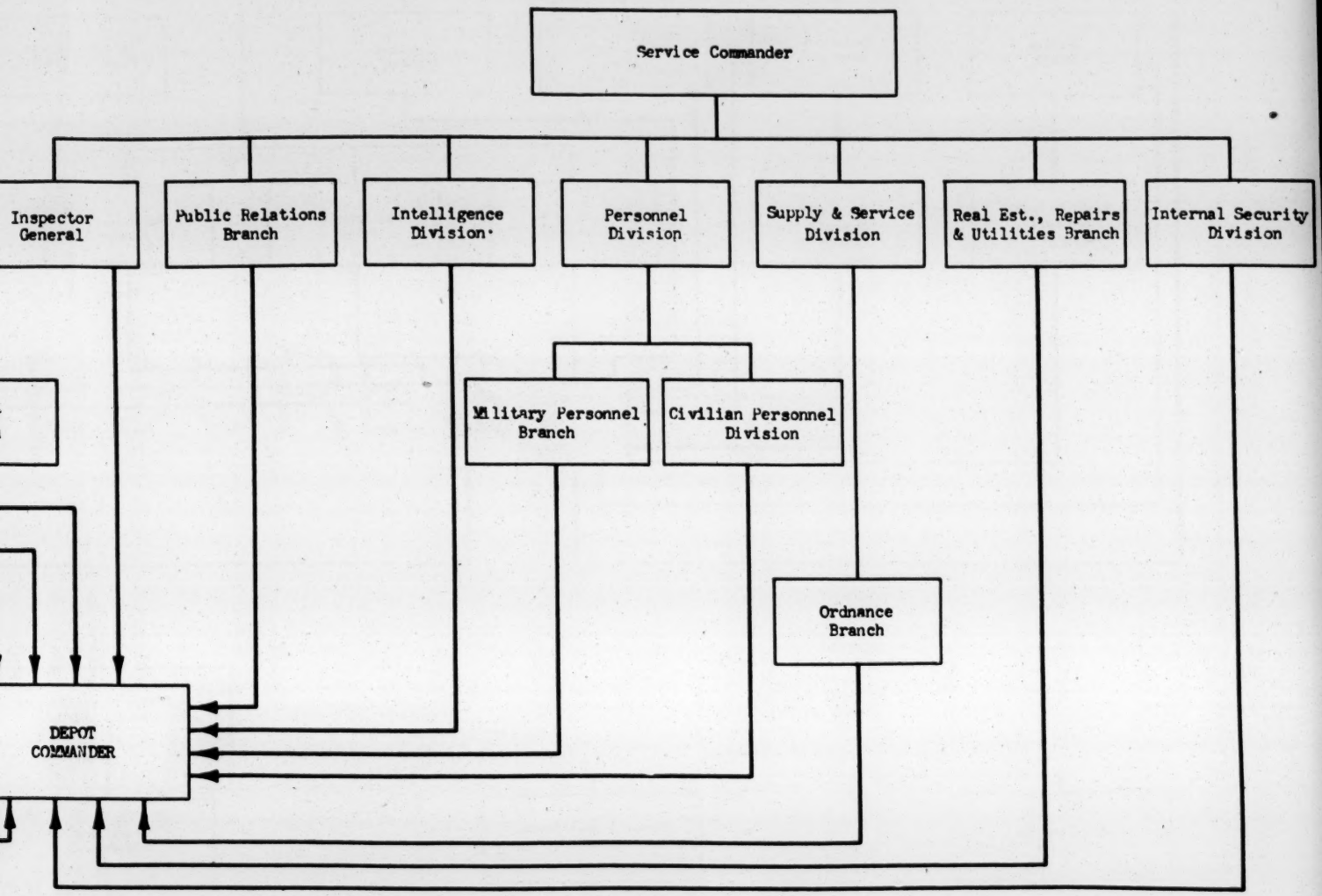
OINTLY OCCUPIED QUARTERMASTER DEPOTS



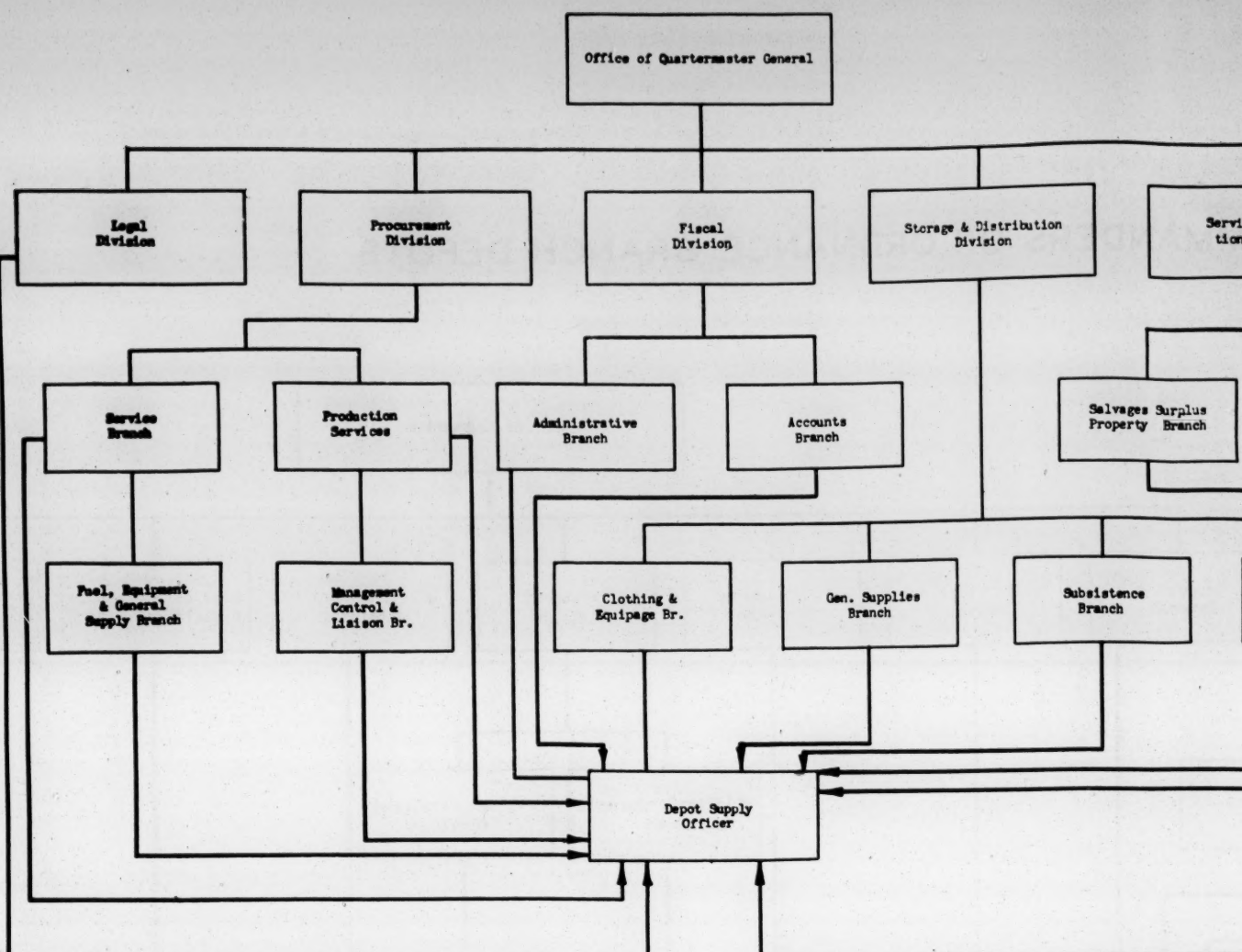
SOURCES OF INSTRUCTIONS TO COM

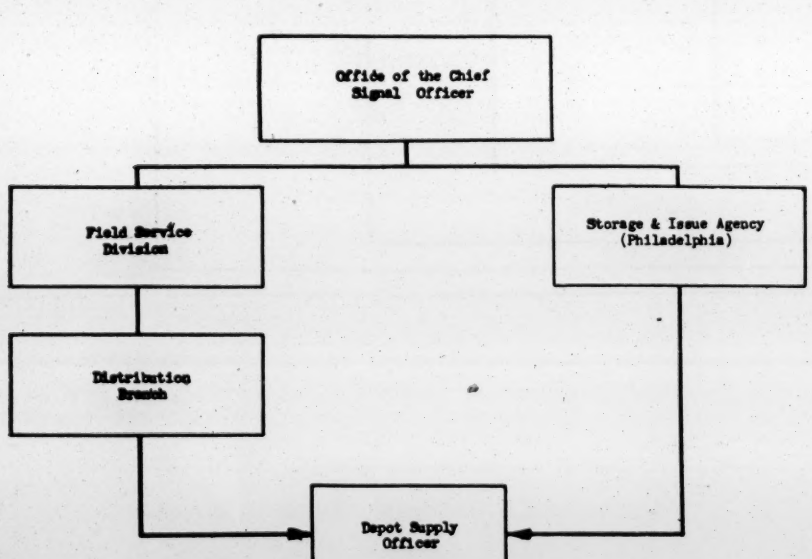


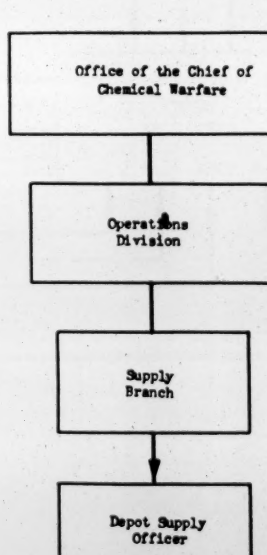
MMANDERS OF ORDNANCE BRANCH DEPOTS



SOURCES OF INSTRUCTIONS TO SUPPLY OFFICE



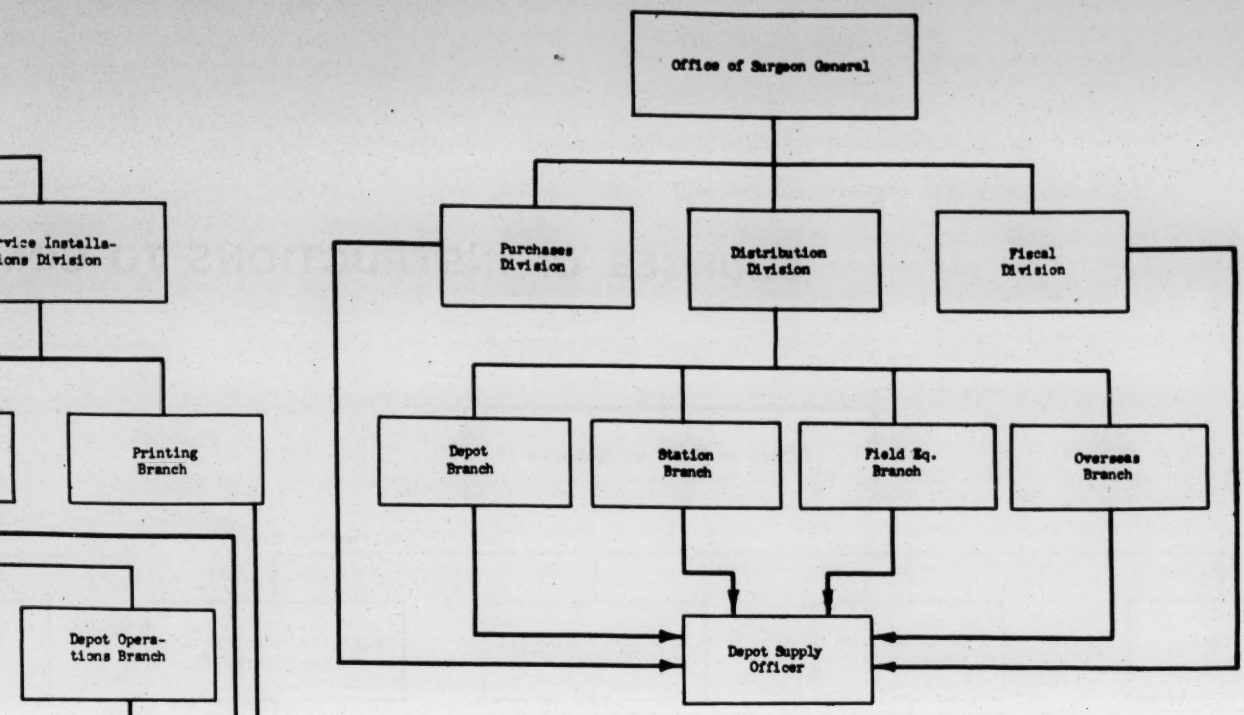


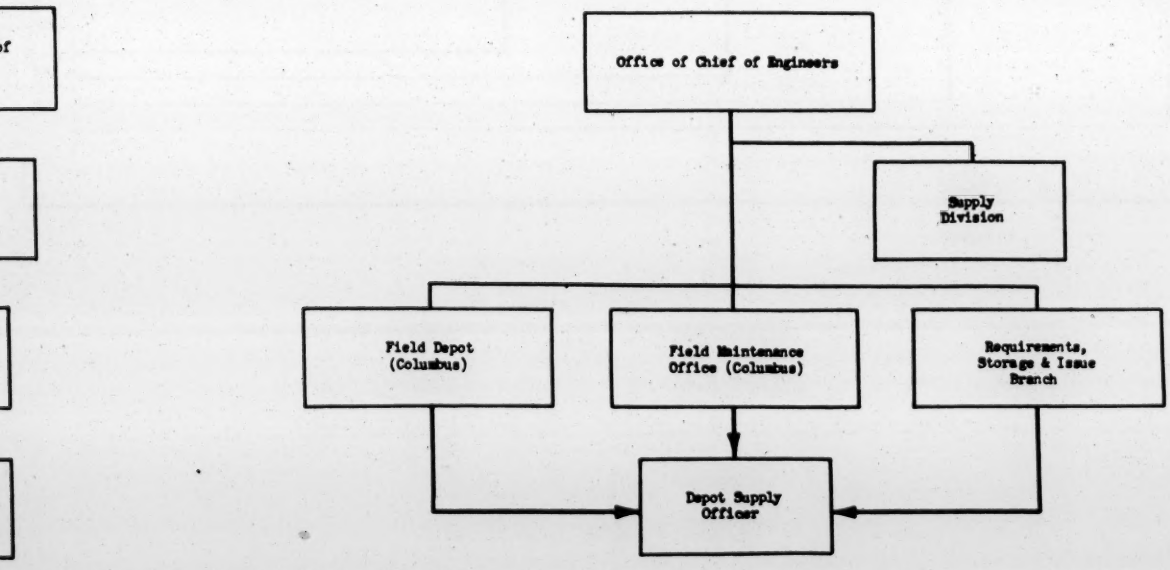


(All Depot Supply Officers Also R
Instructions from the Depot Comm
The Adjutant General and the Offi
the Chief of Transportation.)

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ERS OF JOINTLY OCCUPIED DEPOTS





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PROC

EDURES

RECOMMENDED PROCEDUR

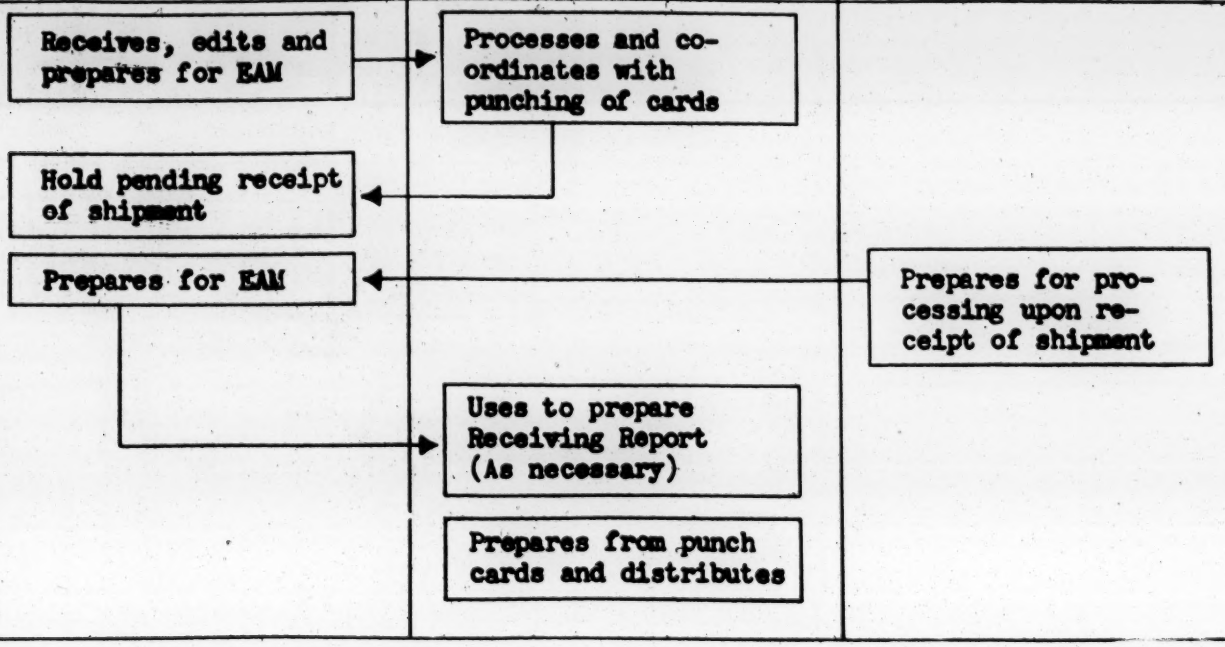
FORM	PURPOSE	
		Rec mer nur all ver nor pa fo St adv Di
DUE-IN DOCUMENT	To notify depot of incoming shipment	
COMBINATION * TALLY-IN AND CHECK SHEET	Basis of preparation of receiving report	
RECEIVING ** REPORT	Basis of property accountability and payment	

* Shipping ticket received from consignor may be used Tally-in, Check Sheet and Receiving Report.

** Receiving Report used only when consignment must be inspected at depot.

URE FOR INCOMING SHIPMENTS AT DEPOTS

STOCK CONTROL DIVISION		WAREHOUSING DIVISION
Incoming Property Branch	**Stock Accounting Branch**	**Receiving & Inspection Branch**
Receives, assigns document identification numbers and registers all due-in documents; verifies stock numbers, nomenclature and prepares due-in documents for processing by the Stock Accounting Branch; advises Warehousing Division of due-in stocks.	Maintains necessary registers and assigns transaction numbers; maintains depot stock record accounts; electric accounting machine process where justified by volume.	Supervises packing and shipping, storekeeping, labor and equipment, receiving, inspection and internal transportation.



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be

RECOMMENDED PROCEDURE FOR OUTGOING

FORM	PURPOSE	STOCK CONTROL DIVISION	
		Outgoing Property Branch	Stock
		Receives, assigns document numbers and registers all requisitions; edits as to form, stock number and nomenclature, stock availability and excess stocks when necessary.	Maintain register transact maintain record a electric machine justifie
QMC 400 (OR SHIPPING ORDER)	To requisition supplies	Receives, edits for availability and prepares for EAM →	Processes ordinate punching
COMBINED IDENTIFICATION TAG & PACKING SLIP	To label items shipped and containers (where necessary)		Prepared tion and
COMBINED SHIPPING TICKET & TALLY OUT	To notify of shipment		Prepares punch car
BILL OF LADING	To notify carrier to ship		

ING SHIPMENTS AT DEPOTS

SION	WAREHOUSING DIVISION	TRANSPORTATION DIVISION
Stock Accounting Branch	Packing & Shipping Branch	
tains necessary sters and assigns saction numbers; tains depot stock rd accounts; tric accounting ine process where ified by volume.	Supervises packing and shipping, storekeeping, labor and equipment, receiving, inspection and internal transportation.	Acts as transportation agent for the depot; consolidates rail and motor shipments.
esses and co-nates with ching of cards		
pared from requisi- and punch cards	Tags items packed and tags containers for shipment	
pares from h cards	Assembles order	Uses to prepare Bill of Lading
		Prepares for carrier

SOS-669-1
STORAGE & SHIPPING BR.
PLANS, SOS

Prepared by

Approved by

DEPOT SI OPERATING STATEMENT

(F SEE REVERSE SIDE)

OCCUPANCY	SHED	OF PLAN. OPE w/ TRACKS
1. Gross Storage Area		
Gross Storage Area 2. Under Construction		
3. Area Available for Sto		
4. Net Usable Storage Sp		
5. Net Usable Stge Space		
6. (a) Sq. Ft. of Item No. 1 L		
(b) Sq. Ft. of Item No. 1 ir _____; Flo		
7. Reasons for Changes		

ACTIVIT TYPES
8. Carloads
9. Other Types
10. Total Weights
11. No. of Carloads
12. No. of Trucks
13. No. of Rec. & Shipments
Part of Item No. 10 14. Stored in Open

MATERIALS TYPE	
15.	Fork Lift Trucks
16.	Pallets
17.	4-Wh. Hand Trucks
18.	2-Wh. Hand Trucks
19.	Trailers, Whse
20.	Tractors, Whse
21.	Cranes, R. R.
22.	Cranes, Crawler or T
23.	
24.	
25.	

EXPENSES & PERSONNEL

CLASS	NUMBER O PERSONNE OFFICER	OTH
PAY-ROLL EXPENSES ONLY		
Whse Receiving 26. & Shipping Labor	X X X	
27. Whse Packing & Crating Labor	X X X	
28. Whse Labor, Other	X X X	
Direct Whse 29. Total: Pay Roll Expense (26 to 28)	X X X	
30. Whse Supervisory & Clerical		
31. Whse Utility Personnel		
Indirect Whse 32. Total: Pay Roll Expense (30 & 31)		
33. Procurement & Inspection		
34. Transportation Service Personnel		
35. Guard & Fire Dep't.		
36. Other Functions		
37. Supply Administration		
38. General Administration		
Non-Warehouse 39. Total: Pay Roll Expense (33 to 38)		
40. Total Pay Roll Expense (29, 32 & 39)		
NON-PAY ROLL		
41. Repairs & Fuel for Materials Handling Equipment		
42. Heat, Light, Power & Other Utilities		
43. Packing & Crating Supplies Used		
44. Dunnage Used		
45. Total: Miscellaneous Non-Pay Roll Expense (41 to 44)		
46. GRAND TOTAL ALL EXPENSES		
47. Explanation of Item No. 36		

24-36054

OPERATING STATISTICS SUBMITTED BY DEPOTS have not been properly utilized in overall depot management; and operating statistics which purport to reflect efficiency of performance in handling tonnage in and out of depots actually do not accomplish this purpose.

THAT MORE ACCURATE MEASUREMENTS OF EFFICIENCY BE DEVELOPED by Supply Services to reflect the efficiency of handling the clerical and administrative work at depots; that comparative analyses be developed by comparing like depots with each other and each depot with itself, and that such data be used for overall management purposes; that the Assistant Chief of Staff for Operations revise present methods of comparing operations among depots by classifying like depots into groups for comparative purposes.

THE MONTHLY DEPOT SPACE AND OPERATING STATEMENTS furnished by depots reflect the number of transactions, both receipts and shipments; also the cost broken down into several types of expense. With these data the unit cost of handling the paper work in the depot can be determined. These statements have been used only to reflect cost per ton. Data reflecting the cost to handle a transaction from the clerical angle (receipt and shipment) have been referred to earlier in this report.

A sharp increase or decrease in tonnage handled causes a corresponding variation in cost per ton, since personnel cannot be hired and fired according to work load. The tonnage at one depot may consist of many small items; at another, a relatively few heavy items. The allocation of overhead costs among the supply sections of a jointly occupied depot is not related to the volume of transactions.

For example: The October 1942 comparative performance statement prepared by the Office of the Chief of Ordnance indicates that the Ordnance Section of the Atlanta Quartermaster Depot handled 771.5 pounds per man-hour, nearly ten times as much as the Fort Wayne Depot, which handled only 78.3 pounds per man-hour. A closer scrutiny of the facts reveals, however, that during October millions of pounds of high octaine gasoline were transferred from tank cars to 5-gallon cans at Atlanta for the African Theater.

o

RECURRING REPORTS PREPARED for internal use and for higher a are excessive; overall recurring to number, type and distribution recurring reports called for by h rity have placed an undue burden

THAT DETAILED STUDIES O by operating sections in al such studies be conducted u the Control Branch of each

DEPOTS PREPARE FROM 11 TO 198 RECURRING REPORTS, the great majority of which is required by higher authority.

Depots have been requested to submit copies of the reports they prepare with related data to their offices in Washington, apparently with a view to reducing or simplifying the reports. An excessive number of reports is still required, however, consuming many man-days per month of preparation. The number of requests for report data has recurred to the extent that "reports on reports" have added another burden to the depots' reporting load. It is evident that report studies by the Supply Services at the Washington level have neither been of sufficient thoroughness nor well coordinated.

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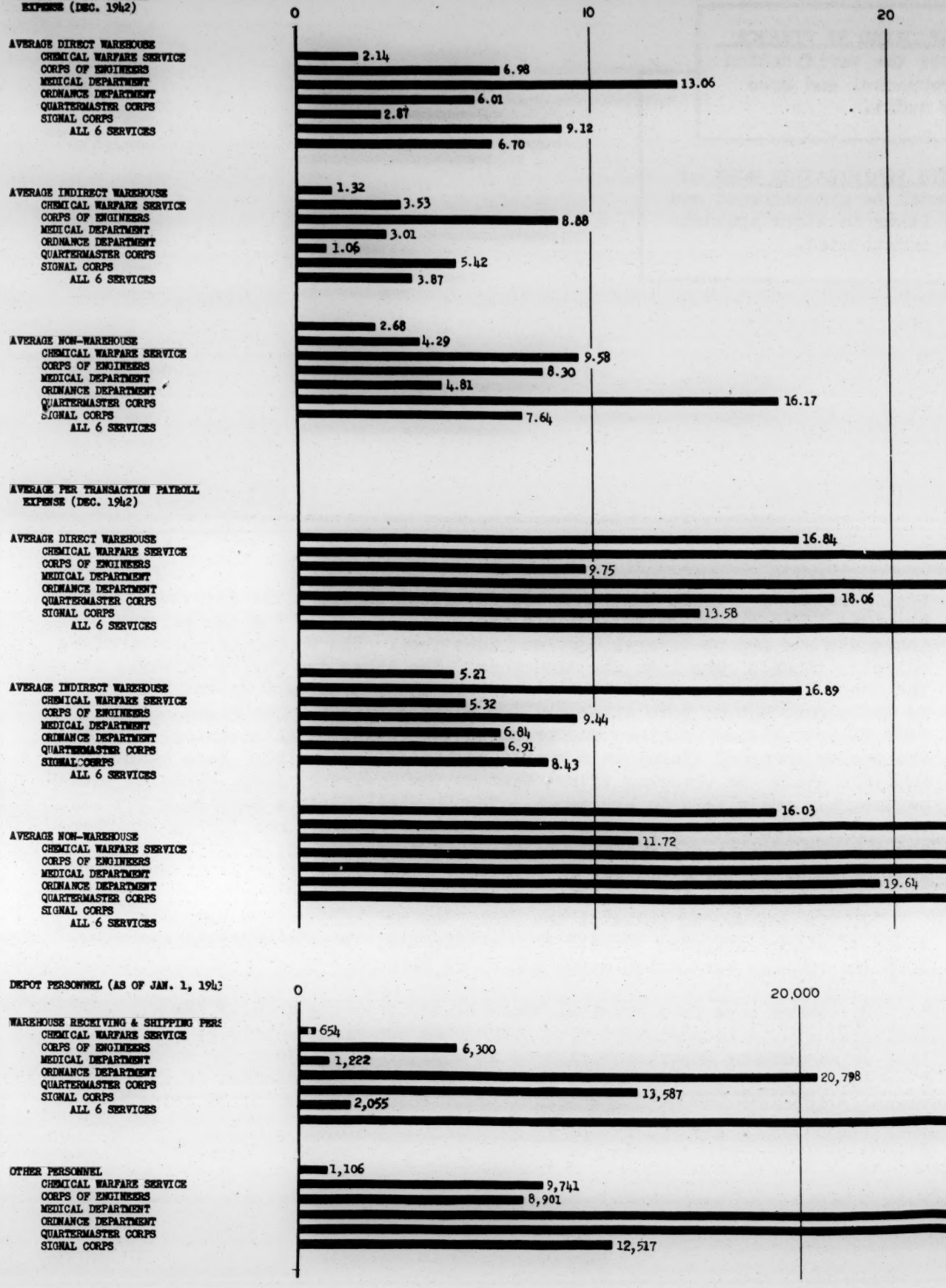
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D by depots
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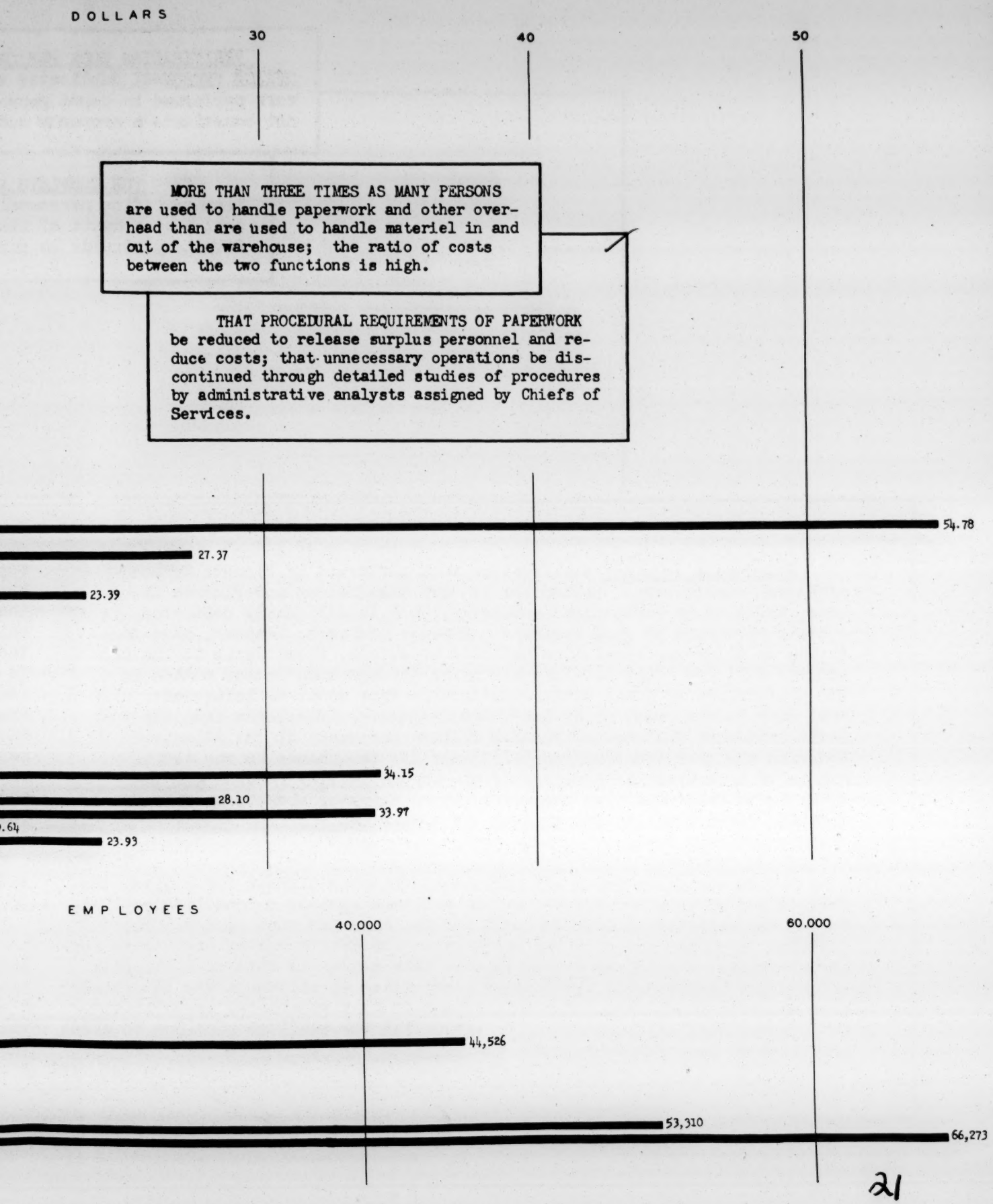
S OF REPORTS BE CONDUCTED
all Supply Services; that
under the supervision of
h Service.

The Depot and Facilities Section, Executive Branch, Field Service Division of the Ordnance Department, is now making a study of reports prepared by depots. The approach is to check into the necessity of each report, not relying upon a statement of the recipient that the report is needed. Each item on the report is analyzed to determine if the report can be eliminated or simplified or consolidated with some other report. The scope of authority of such a group in relation to the problem as a whole is limited, as other agencies and offices of the War Department request report data from depots.

The Kansas City Quartermaster Depot prepares so many reports that it has been obliged to set up a special section to do nothing else.


AVERAGE PER-TON PAYROLL EXPENSE (DEC. 1942)
0
10
20
AVERAGE DIRECT WAREHOUSE
CHEMICAL WARFARE SERVICE
CORPS OF ENGINEERS
MEDICAL DEPARTMENT
ORDNANCE DEPARTMENT
QUARTERMASTER CORPS
SIGNAL CORPS
ALL 6 SERVICES
2.14
6.98
13.06
6.01
2.87
9.12
6.70
AVERAGE INDIRECT WAREHOUSE
CHEMICAL WARFARE SERVICE
CORPS OF ENGINEERS
MEDICAL DEPARTMENT
ORDNANCE DEPARTMENT
QUARTERMASTER CORPS
SIGNAL CORPS
ALL 6 SERVICES
1.32
3.53
8.88
3.01
1.06
5.42
3.87
AVERAGE NON-WAREHOUSE
CHEMICAL WARFARE SERVICE
CORPS OF ENGINEERS
MEDICAL DEPARTMENT
ORDNANCE DEPARTMENT
QUARTERMASTER CORPS
SIGNAL CORPS
ALL 6 SERVICES
2.68
4.29
9.58
8.30
4.81
16.17
7.64
AVERAGE PER TRANSACTION PAYROLL EXPENSE (DEC. 1942)
AVERAGE DIRECT WAREHOUSE
CHEMICAL WARFARE SERVICE
CORPS OF ENGINEERS
MEDICAL DEPARTMENT
ORDNANCE DEPARTMENT
QUARTERMASTER CORPS
SIGNAL CORPS
ALL 6 SERVICES
16.84
9.75
18.06
13.58
AVERAGE INDIRECT WAREHOUSE
CHEMICAL WARFARE SERVICE
CORPS OF ENGINEERS
MEDICAL DEPARTMENT
ORDNANCE DEPARTMENT
QUARTERMASTER CORPS
SIGNAL CORPS
ALL 6 SERVICES
5.21
16.89
5.32
9.44
6.84
6.91
8.43
AVERAGE NON-WAREHOUSE
CHEMICAL WARFARE SERVICE
CORPS OF ENGINEERS
MEDICAL DEPARTMENT
ORDNANCE DEPARTMENT
QUARTERMASTER CORPS
SIGNAL CORPS
ALL 6 SERVICES
16.03
11.72
19.64
DEPOT PERSONNEL (AS OF JAN. 1, 194
0
20,000
WAREHOUSE RECEIVING & SHIPPING PERS
CHEMICAL WARFARE SERVICE
CORPS OF ENGINEERS
MEDICAL DEPARTMENT
ORDNANCE DEPARTMENT
QUARTERMASTER CORPS
SIGNAL CORPS
ALL 6 SERVICES
654
6,300
1,222
20,798
13,587
2,055
OTHER PERSONNEL
CHEMICAL WARFARE SERVICE
CORPS OF ENGINEERS
MEDICAL DEPARTMENT
ORDNANCE DEPARTMENT
QUARTERMASTER CORPS
SIGNAL CORPS
1,106
9,741
8,901
12,517

MANPOWER AT DEPOTS



VERIFICATION WORK PERFO

OFFICE PERSONNEL duplicates
work performed by depot pers
not constitute a property au

THAT THE COMPLETE
Finance Office personne
that a spot audit of it
inventory records be su

All depots consider verification work performed by Finance Office personnel unnecessary. Called for by Army Regulations and Finance Circulars, auditing by independent authority, when intelligently conducted, is a basic requisite of good business. Finance Officers, however, have done little to allay the suspicions harbored by depots, from clerks to the Commanding Officers, that auditors are going through much wasted motion in the performance of their duties and that no true audit is being made. That such is the case, in at least two instances, is evident from the audit procedure followed by Finance Officer personnel at the Atlanta Ordnance and Quartermaster Depots. There are two phases to the audit. One is to determine the accuracy of the accountability records and the other is to determine that there are signed shipping tickets on file indicating receipt of the property by the consignee.

1. In the first phase all individual shipping tickets for a given two-week period of time are checked by the auditors against a consolidated listing of the activity of each shipment for the same two-week period. The Ordnance Depot and three of the services at the Quartermaster depot have IBM installations. An inherent advantage to this system is that both shipping tickets and consolidated listings of activities of shipments are tabulated from the same punch card. For this reason it is a mechanical impossibility for the two sets of figures ever to vary. Yet the auditors continue to check each item on each shipping ticket against each item on the consolidated list-

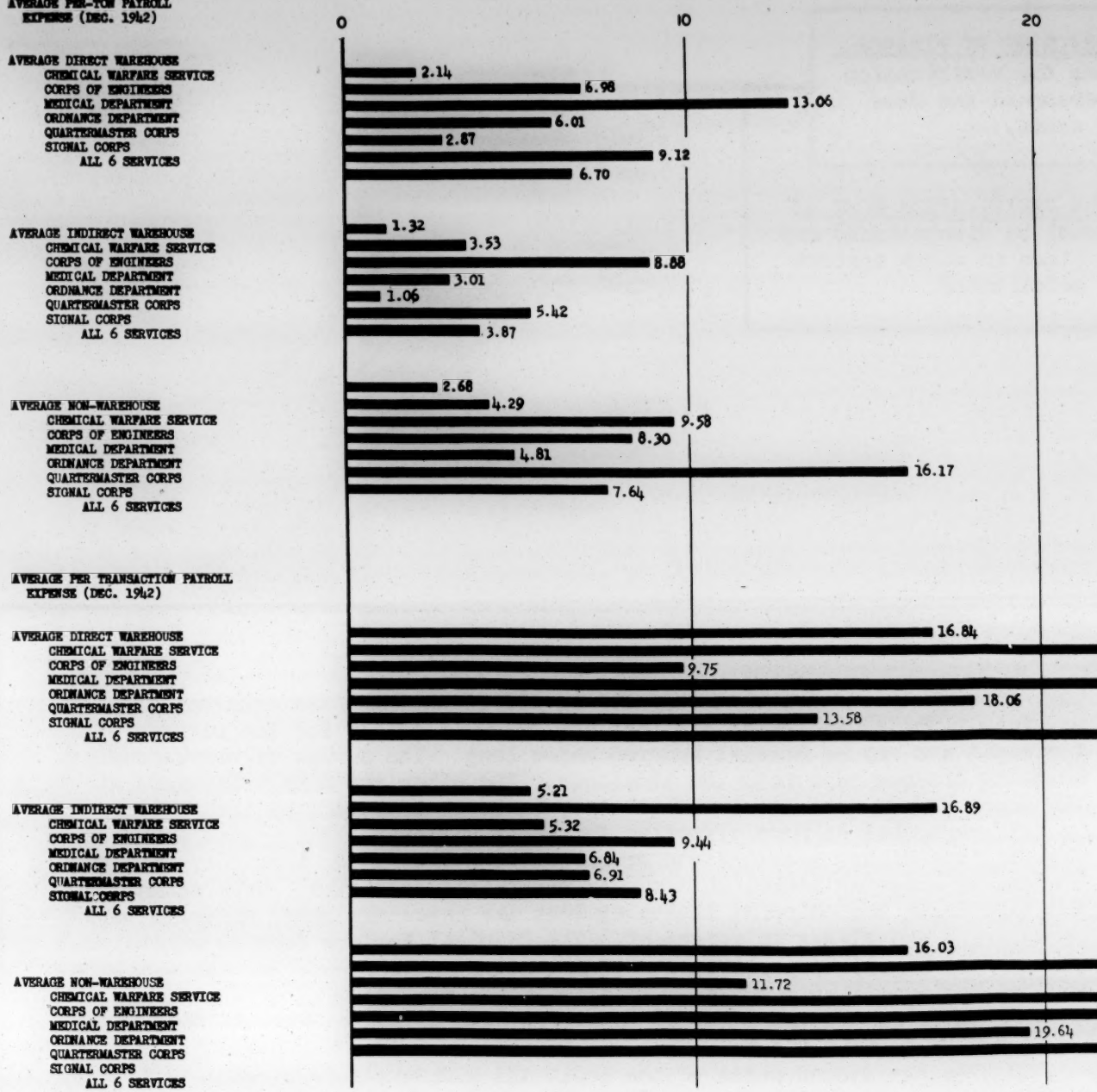
RFORMED BY FINANCE
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audit.

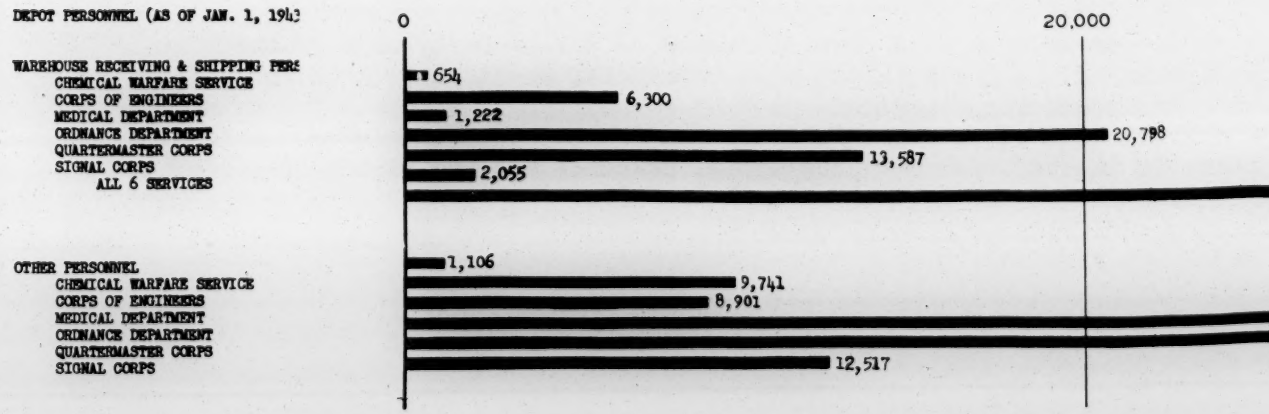
E VERIFICATION WORK of
nnel be discontinued and
items in stock against
substituted.

ing, presumably unaware that they are in effect checking the accuracy of machines. The consolidated listings are prepared solely for the purpose of the audit and may be several hundred pages long. The number of corresponding shipping tickets runs into the thousands. The other two Supply Services at the depot do not have IBM installations, so their treatment by the auditors is different, but no more effective for audit purposes. The Signal Corps uses Elliott-Fisher machines and prepares two copies of an inventory card and the master shipping ticket in a single mechanical operation. Here again the auditors check the shipping ticket against the inventory card, although both necessarily are always in agreement. The Chemical Warfare Service maintains, as does the Signal Corps, two sets of inventory records, one for the auditors and one for operating purposes. In Chemical Warfare Service the books are kept by hand, so the extra set of inventory records means twice as much manual labor merely to suit the auditors' convenience.

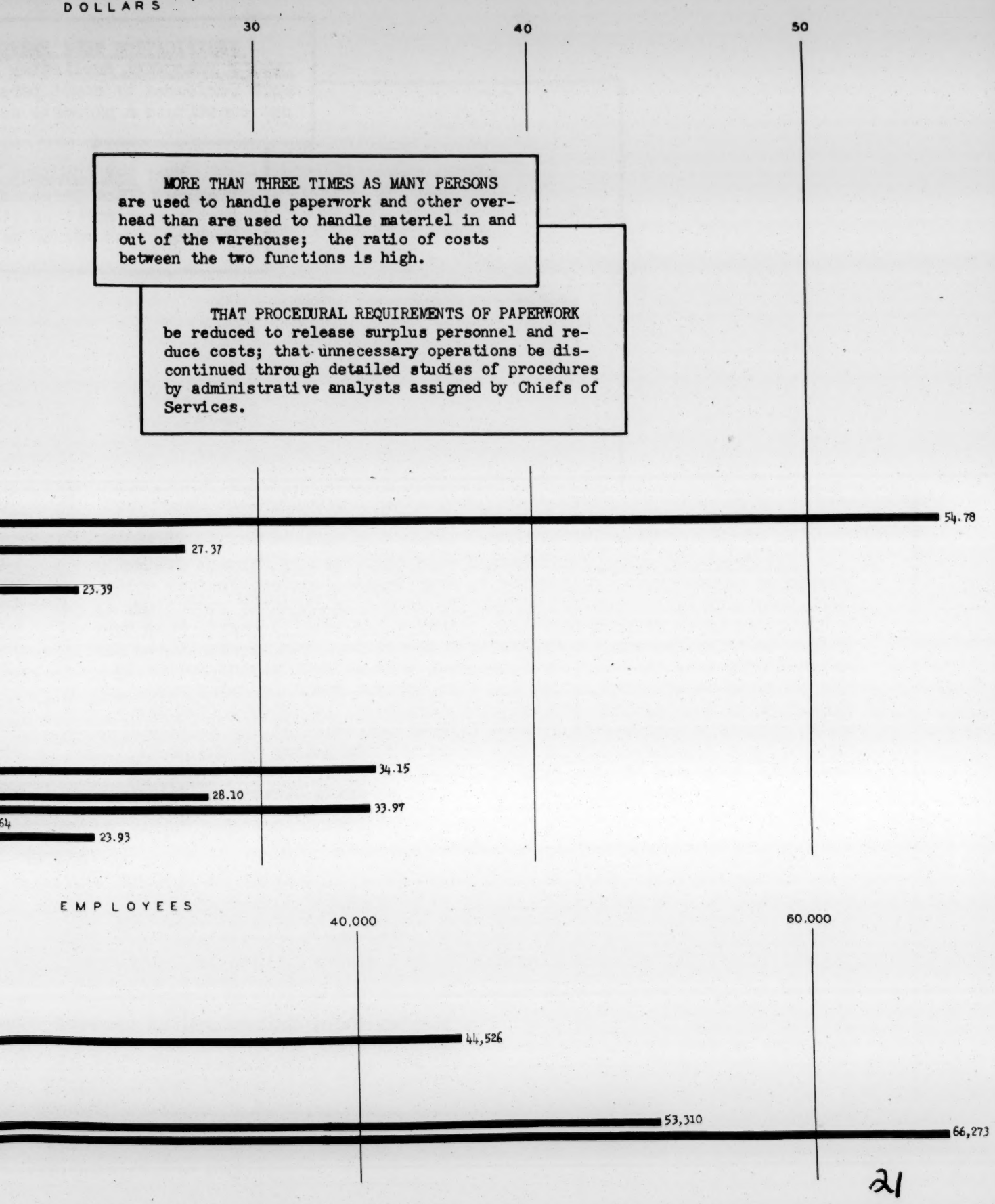
2. In the second phase of the audit the auditors make a complete audit of signed shipping tickets from consignees, thereby duplicating 100% the routine work which depot employees perform.

3. In no case is a physical check of the property made by the auditors. It is inconsistent with commercial practice to have an operating or accounting department give to an auditor or maintain for an auditor a separate set of records merely for the auditor's convenience. A 100% check is inconsistent with commercial practice and the policy of selective auditing as set forth by the Fiscal Division.


AVERAGE PER-TON PAYROLL EXPENSE (DEC. 1942)
0
10
20
AVERAGE DIRECT WAREHOUSE
CHEMICAL WARFARE SERVICE
CORPS OF ENGINEERS
MEDICAL DEPARTMENT
ORDNANCE DEPARTMENT
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ALL 6 SERVICES
16.84
9.75
18.06
13.58
AVERAGE INDIRECT WAREHOUSE
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DEPOT PERSONNEL (AS OF JAN. 1, 1943
0
20,000
WAREHOUSE RECEIVING & SHIPPING PERS
CHEMICAL WARFARE SERVICE
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ORDNANCE DEPARTMENT
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ORDNANCE DEPARTMENT
QUARTERMASTER CORPS
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12,517

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inventory records be su

All depots consider verification work performed by Finance Office personnel unnecessary. Called for by Army Regulations and Finance Circulars, auditing by independent authority, when intelligently conducted, is a basic requisite of good business. Finance Officers, however, have done little to allay the suspicions harbored by depots, from clerks to the Commanding Officers, that auditors are going through much wasted motion in the performance of their duties and that no true audit is being made. That such is the case, in at least two instances, is evident from the audit procedure followed by Finance Officer personnel at the Atlanta Ordnance and Quartermaster Depots. There are two phases to the audit. One is to determine the accuracy of the accountability records and the other is to determine that there are signed shipping tickets on file indicating receipt of the property by the consignee.

1. In the first phase all individual shipping tickets for a given two-week period of time are checked by the auditors against a consolidated listing of the activity of each shipment for the same two-week period. The Ordnance Depot and three of the services at the Quartermaster depot have IBM installations. An inherent advantage to this system is that both shipping tickets and consolidated listings of activities of shipments are tabulated from the same punch card. For this reason it is a mechanical impossibility for the two sets of figures ever to vary. Yet the auditors continue to check each item on each shipping ticket against each item on the consolidated list-

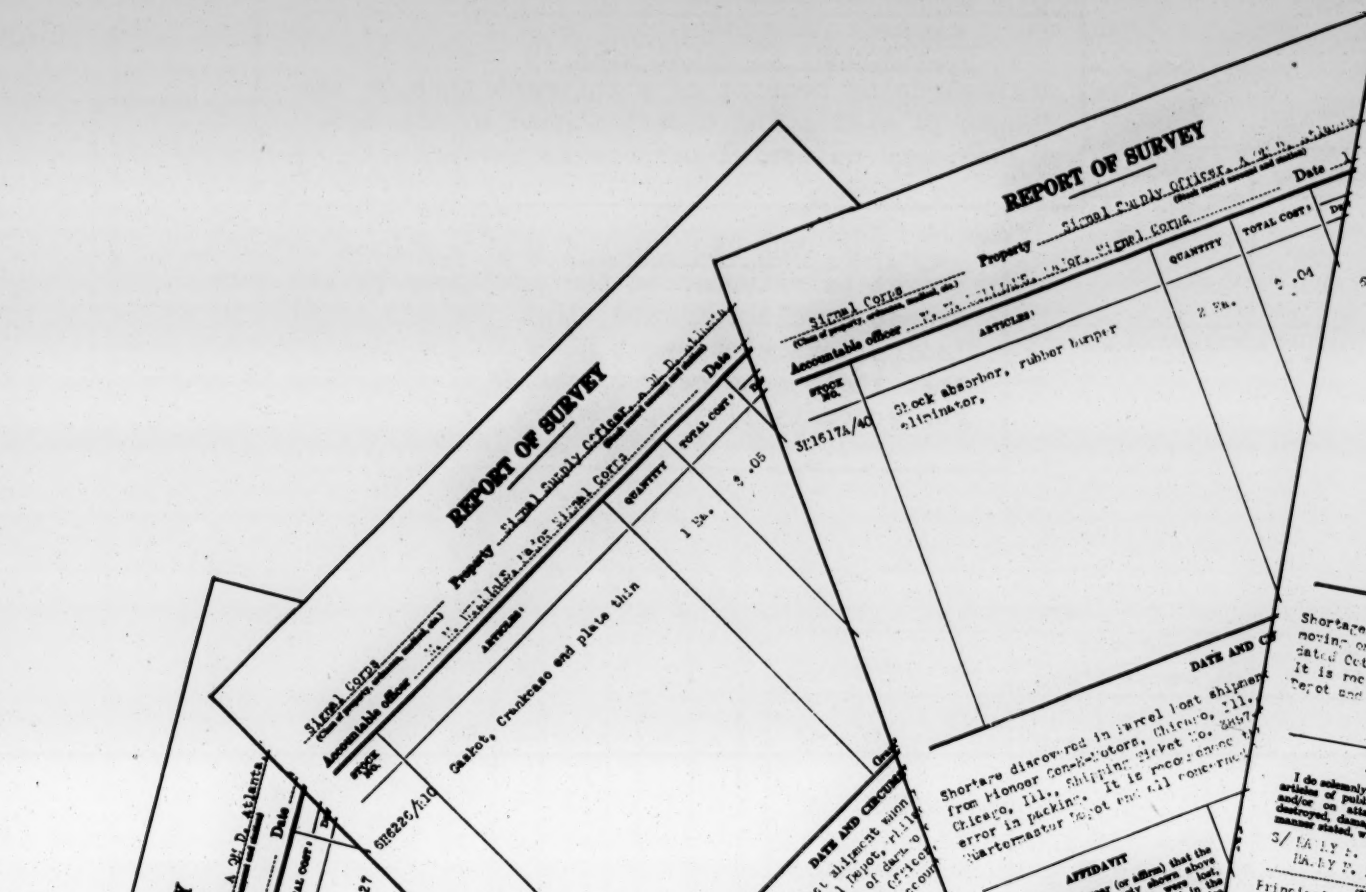
RFORMED BY FINANCE
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ersonnel and does
audit.

E VERIFICATION WORK of
nnel be discontinued and
items in stock against
substituted.

ing, presumably unaware that they are in effect checking the accuracy of machines. The consolidated listings are prepared solely for the purpose of the audit and may be several hundred pages long. The number of corresponding shipping tickets runs into the thousands. The other two Supply Services at the depot do not have IBM installations, so their treatment by the auditors is different, but no more effective for audit purposes. The Signal Corps uses Elliott-Fisher machines and prepares two copies of an inventory card and the master shipping ticket in a single mechanical operation. Here again the auditors check the shipping ticket against the inventory card, although both necessarily are always in agreement. The Chemical Warfare Service maintains, as does the Signal Corps, two sets of inventory records, one for the auditors and one for operating purposes. In Chemical Warfare Service the books are kept by hand, so the extra set of inventory records means twice as much manual labor merely to suit the auditors' convenience.

2. In the second phase of the audit the auditors make a complete audit of signed shipping tickets from consignees, thereby duplicating 100% the routine work which depot employees perform.

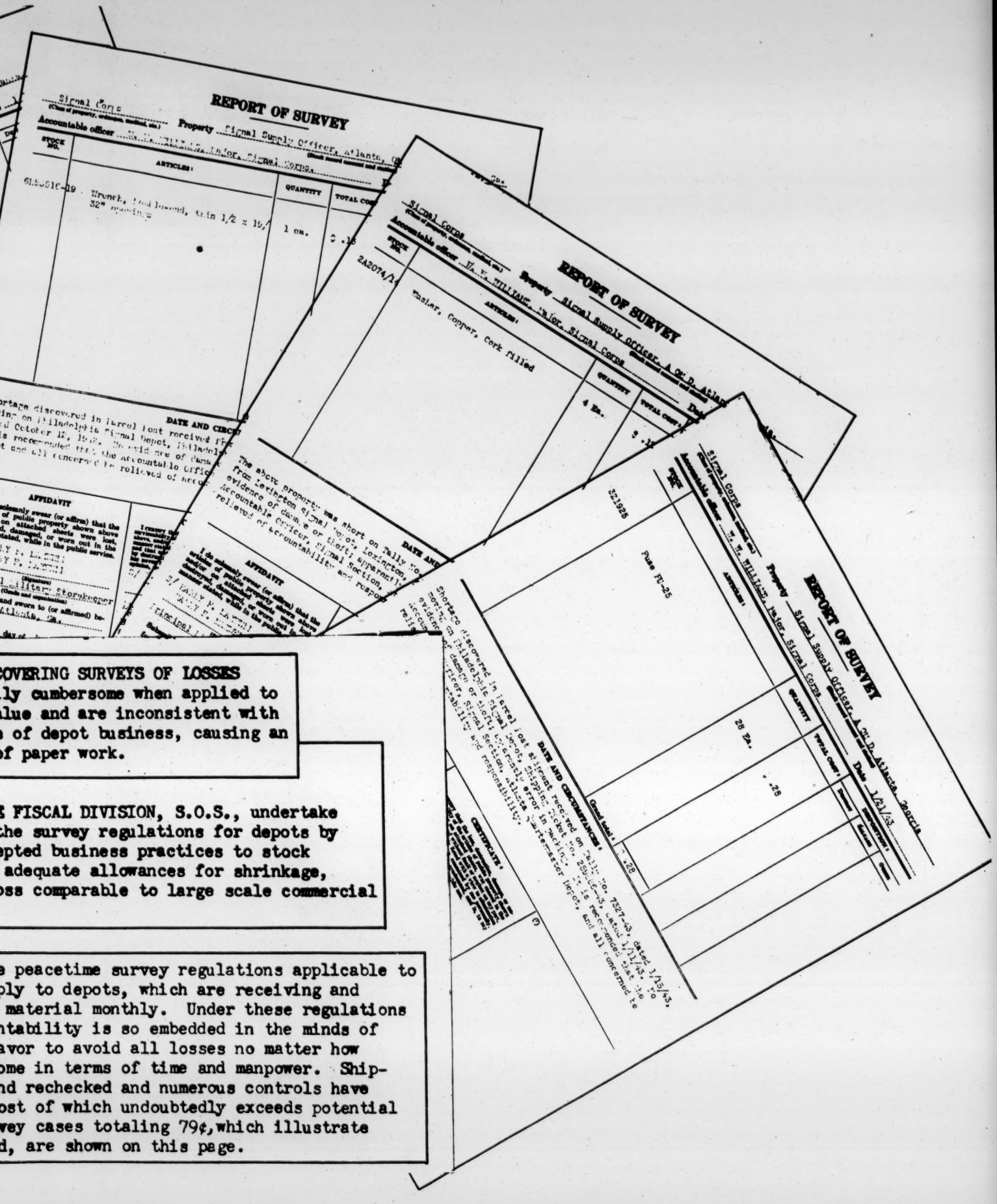
3. In no case is a physical check of the property made by the auditors. It is inconsistent with commercial practice to have an operating or accounting department give to an auditor or maintain for an auditor a separate set of records merely for the auditor's convenience. A 100% check is inconsistent with commercial practice and the policy of selective auditing as set forth by the Fiscal Division.



REGULATIONS COVE
become unnecessarily
items of minute value
the present volume of
excessive amount of p

THAT THE FI
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WITH FEW EXCEPTIONS the same pe
a small unit of the Army also apply
shipping several million tons of ma
the philosophy of property accountab
depot executives that they endeavor
expensive such avoidance may become
ments and receipts are checked and
been set up to avoid loss, the cost
losses many times over. Six survey
the excessive paper work involved,



COVERING SURVEYS OF LOSSES
ly cumbersome when applied to
alue and are inconsistent with
of depot business, causing an
of paper work.

FISCAL DIVISION, S.O.S., undertake
the survey regulations for depots by
epted business practices to stock
adequate allowances for shrinkage,
oss comparable to large scale commercial

e peacetime survey regulations applicable to
ply to depots, which are receiving and
material monthly. Under these regulations
ntability is so embedded in the minds of
avor to avoid all losses no matter how
ome in terms of time and manpower. Ship-
nd rechecked and numerous controls have
ost of which undoubtedly exceeds potential
vey cases totaling 79¢, which illustrate
d, are shown on this page.

W. D. QMC Form No. 429 Rev.
Approved Jan. 9, 1942

SHIPPING TICKET

CONSIGNOR:

CONSIGNEE:

FY

BRANCH OR ACCOUNT	CONSIGNOR'S VOUCHER NO.	STATION TO

SPECIAL INSTRUCTIONS

CONSIGNEE VOUCHER No. ____

UNIT OF MEASURE	QUANTITY SHIPPED	REVISED QUANTITY SHI

THE ARTICLES SHOWN IN THE COLUMN HEADED "QUANTITY SHIPPED" OR CORRECTED AS SHOWN IN THE COLUM... "QUANTITY SHIPPED" HAVE BEEN R...

(NAME) (RANK)

24-36054

WAR DEPARTMENT
Q. M. C. Form No. 214 (Old No. 1280)
(Authorized April 28, 1933)

Quartermaster's Office

_____, 19

Quartermaster
ATLANTA QUARTERMASTER DEPOT
TRANSPORTATION DIVISION
Atlanta, Georgia

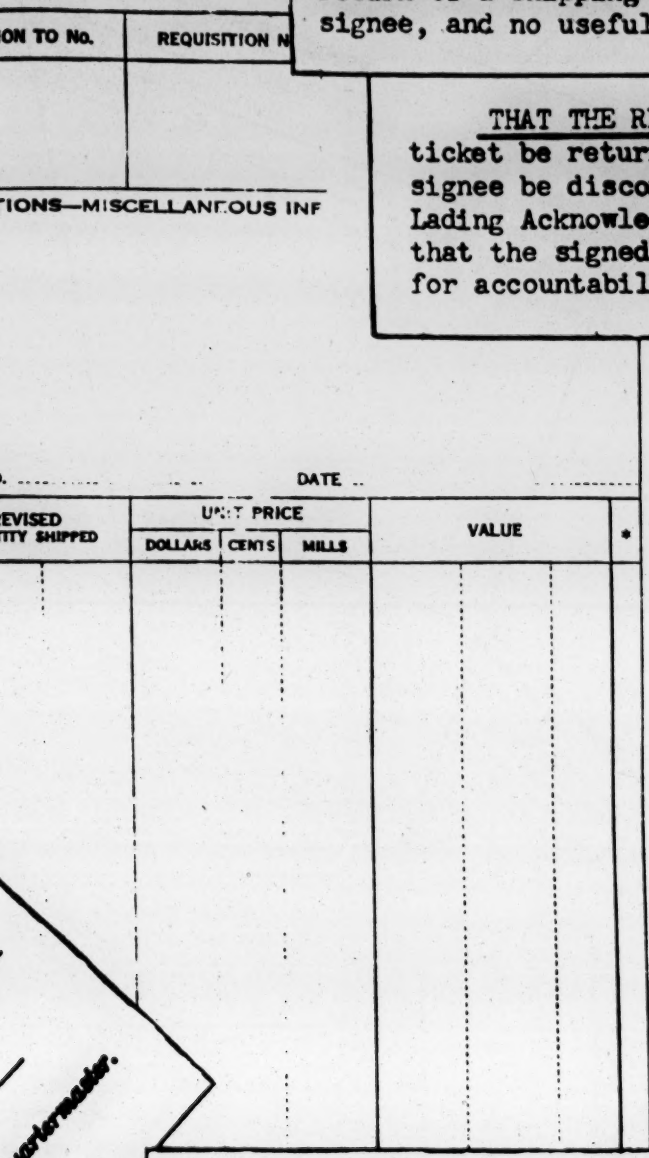
The property shipped upon your bills of lading enumerated below has been received.

DETAILS OF LAST CARRIER	DATE RECEIVED	CONDITION

Quarterm...

UNNECESSARY CLERICAL WORK is needed for acknowledging receipt of a shipment through the return of a shipping ticket signed by the consignee, and no useful purpose is served.

THAT THE REQUIREMENT that a signed shipping ticket be returned to the consignor by the consignee be discontinued; that the use of Bill of Lading Acknowledgement Form 214 be discontinued, and that the signed copy of the Bill of Lading be used for accountability purposes.



COPIES OF SHIPPING TICKETS are sent to the consignee, who signs and returns one copy. This is done to complete the accountability records. Under the present procedure, the Transportation Officer at the depot prepares the Bill of Lading from a copy of the shipping ticket. The carrier is required by Army Regulations to "receipt the original, the unstamped memorandum copy, and the property shipped copy," and return all three of these verified copies to the consignor. Army Regulations further require that "the property shipped copy, when receipted by the carrier's agent, will be retained and filed by the consignor as an office record of the property shipped." The original Bill of Lading is mailed to the consignee and upon accomplishment is surrendered to the agent of the last line haul carrier. Inasmuch as the depot has the carrier's signature on the Bill of Lading, the signature on the shipping ticket is in effect a duplication. This also applies to Form 214, a card used to acknowledge receipt of the Bill of Lading.

ATLANTA QUARTERMASTER DEPOT
Services of Supply
Atlanta, Georgia

EXTENT OF RESPONSIBILITY FOR EFFECTING CIVILIAN PERSONNEL ACTIONS RETAINED BY VARIOUS CHIEFS OF SERVICES AS OF FEB. 6, 1943.

	The Chief of Transportation a.	The Chief Signal Officer b.	The Surgeon General c.	Chief of Engineers d.	Chief, Chemical Warfare Service e.	The Quartermaster General f.
Discharge With Prejudice	x	x	x	x	x	x
Acceptance of Resignation With Preju	x	x	x	x	x	x
Meritorious Promotions	x	x	x	x	x	x
Actions Involving Employees in Grade Positions over $4600 per annum					x	
Actions Involving Employees in Ungra Positions over $2600 per annum					x	
Appointment of Consultants and Techn Experts					x	x
Reallocation of Existing Positions				x		
New Ungraded Positions				x		
Authorization of all new positions b as to Number and Grade					x	
In-Grade Promotions	x	x	x	x	x	
Departmental to Field Transfers					x	

a. Ltr., 11-16-42 SPTEP 230.14 "Delegation of Authority to Establish & Recl Civilian Personnel Actions".
b. Ltr., 9-2-42 SPSCP 230 "New Personnel Procedure under Orders 'M".
c. Ltr., 2-28-43 SPMCK "Authority for Establishment of Civilian Positions"
d. C/L 1982, 8-26-42 as amended by C/L 2251, 1-26-43.
e. Ltr., 11-10-42 SPCWP 230/2501 "Civilian Personnel Procedures".
f. Ltr., 8-28-42 SPQCA 230.31 "Delegation of Civilian Personnel Actions"

2/6

24-36054

THE DEGREE OF DECENTRALIZATION of personnel authority to depots varies among Supply Services, bringing about inconsistencies in personnel policy at jointly occupied depots.

THAT THE ASSISTANT CHIEF OF STAFF FOR OPERATIONS obtain a further and uniform decentralization of personnel authority.

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2/6/43

*AR 700–10
1–2

WAR DEPARTMENT,
WASHINGTON, October 24, 1942.

ARMY REGULATIONS
No. 700–10

SUPPLIES

STORAGE AND ISSUE

		Paragraphs
SECTION I.	General	1–2
II.	Depots in zone of the interior	3–18
III.	Depots of theater of operations	19
IV.	Warehousing	20

SECTION I

GENERAL

	Paragraph
General	1
Supplies, supply agencies and establishments	2

1. **General.**—Provision of supplies for the Army Ground Forces, the Services of Supply, and the Army Air Forces, except for supplies peculiar to the Army Air Forces, is a responsibility of the Commanding General, Services of Supply, acting under the direction of the Under Secretary of War. Provision of supplies peculiar to the Army Air Forces is a responsibility of the Commanding General, Army Air Forces, acting under the direction of the Under Secretary of War. (*See Title I, First War Powers Act, 1941, approved December 18, 1941* (55 *Stat* 838) *and E. O. 9083, February 28, 1942.*

2. **Supplies, supply agencies and establishments.**—*a. Supplies—war reserves.* There are reserves of supplies maintained to meet war requirements, components, and complete [illegible] of raw materials, [illegible] quantities [illegible] essential items, some of which are by law and War Department policy

War [illegible]

24-36054

CONFLICTS AND LACK OF STANDARDIZATION are apparent in directives and instructions published by the War Department, the S.O.S. and the individual Supply Services on depot operations.

THAT THE ASSISTANT CHIEF OF STAFF FOR OPERATIONS analyze all such directives and instructions with the purpose of standardizing procedures and publishing them in manual form, in conformity with the recommendations contained in this report.

STORAGE AND ISSUE AR 700-10
4-9

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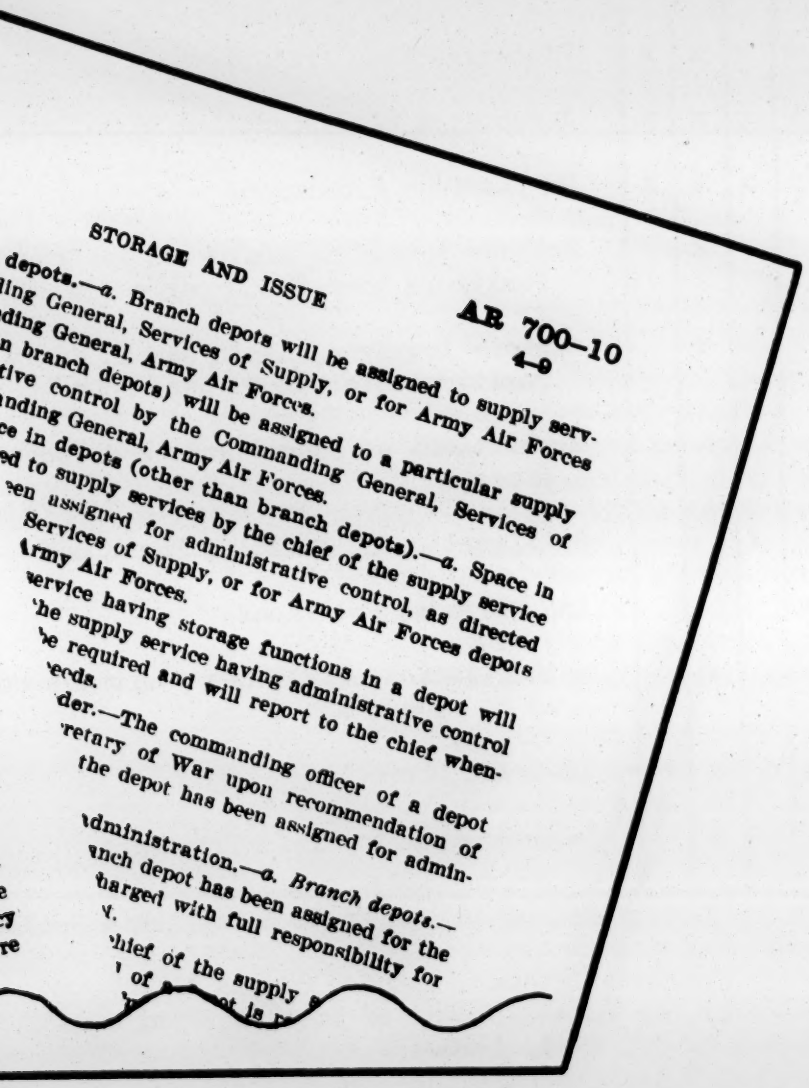
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CONTINUING NEED
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Staff Branch

NEARLY ALL DEPOTS have installed training programs for clerical, ware
and supervisory personnel, but these programs vary in effectiveness and
The Atlanta Quartermaster Depot, for example, conducts the following exte
training program:

War Manpower Commission:- Job Instructor Training
for 650 key civilians and officers

I.B.M.:- Key Punch & Tabulating Equipment Operators

Department of Labor:- Industrial Safety

Georgia School of Technology:- Engineers, Science,
Management Training Survey

Fourth Service Command:- Water Supply, Sewage
Disposal, Repairs & Utilities

Formal training at the depot for storekeepers, cashiers

EED FOR TRAINING is apparent
ater emphasis should be placed
ersonnel for top executive

A COMPREHENSIVE TRAINING PROGRAM
ped in Offices of Chiefs of Supply
and that the appropriate S.O.S.
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t technical requirements for top
be prescribed by the appropriate
nch of the Supply Service.

warehouse
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ers,

stock packers, clerks, stenographers, typists, truck operators, firemen, civilian defense is by lecture, group discussion and through written material. In addition there are understudies for all key jobs. Many people have been able to advance within the organization because of the training they have received.

At the Lexington Signal Depot no pre-service or in-service training was found.

At the Normoyle Ordnance Depot a well organized training program is in operation. Detailed desk procedures are the basis of the in-service curriculum. In addition, employees are schooled in the relationship of their jobs to the whole process.

Few employees at depots have had previous depot experience. With a high labor turnover because of Selective Service and other reasons, many jobs in the warehouses are beingfilled by female employees,making training a continuing activity.

COMPARISON OF DEPOT PROCEDURES

When New Material Is Received Not Coded by Manufacturer

Search code index to be sure no permanent code or temporary code has been previously assigned.
Assign temporary code number.
Punch Master Code Card and prepare pre-punched tabulating cards.

Make up bin tag and place material in bin.

At end of month depot prepares report of all temporary code numbers for T.A.C.
T.A.C. assigns permanent code number and issues a "Change" to the depot.
Depot Office:

1. Changes Master Code Card.
2. Prepares new pre-punched cards and destroys old cards.
3. Changes all code indices.
4. Changes stock editors records.
5. Prepares new balance card and destroys old one.
6. Prepares O.S. & D. report for warehouse.

Warehouse:

1. Changes all code lists in their possession.
2. Changes bin tag.
3. Changes tag on the material.
4. Re-warehouse to planagraph location.

When New Material Is Received Coded By Manufacturer

Check code with code index to assure accuracy.

Prepare pre-punched tabulating cards from Master Code Card.

Make up bin tag and place material in bin.

IMPROPER STOCK CATALOGUE NUMBERS AND NOMENCLATURE on requisitions from posts, camps and stations, and on due-in documents prepared by consignors on incoming stocks, account for more wasted time and manpower at depots than any other single factor.

THAT FULL RESPONSIBILITY FOR EDITING REST WITH THE STATION COMMANDER who would certify as to correctness; that complete and up-to-date stock catalogues be released without delay to posts, camps and stations and that revisions or additions to stock numbers or nomenclature be furnished them as they occur; that Supply Services establish permanent code numbers while new items are on order, and supply these numbers to the depots before the material arrives; that Supply Services inaugurate a thorough search for duplicate numbers before assigning new numbers; that proper numbers and nomenclature be provided manufacturers with the original order; and that the manufacturer must properly tag all material with the code number, standard War Department nomenclature and drawing number or manufacturer's part number, as prescribed by Supply Services.

BY FAR THE MOST TIME CONSUMING PHASE of the entire procedure of issuing materiel from a depot is the requisition editing process. All items requisitioned by posts, camps and stations are checked by editors against T/BA's, T/A's and T/E's, and against Supply Service catalogues for proper stock numbers and nomenclature. The experience of editors at all depots studied is that a high percentage of requisitioning officers does not know how to fill out a requisition properly. Supplies in excess of T/BA's, T/A's or T/E's, or with inaccurate stock numbers or nomenclature, are repeatedly ordered. Stock editors themselves must therefore prepare new requisitions with the necessary corrections. Similar inaccuracies are frequently found in due-in documents from consignors, and again depot personnel is obliged to recheck both numbers and nomenclature.

All Supply Services are experiencing difficulty with stock numbers. In the Ordnance Department, because of the large number of general supply items, the situation is particularly serious. Special sections have been established in depots to make the necessary adjustments to keep materials moving.

A major factor in the stock control problem in both the depots and at the consolidation point at the Tank Automotive Center is the number of duplicates which exist because material at the depot cannot be properly identified or because a proper search in assigning numbers both at the depot and at the Central Coding Section is not properly made before assigning new numbers. Many cases of back orders have resulted because material was in stock under a different number from the code number ordered. In some cases, the same material has been carried under five separate permanent code numbers. Cross index files which are being set up by the Tank Automotive Center at the present time will be of great help to the depot in properly identifying materials.

FAILURE TO RECEIVE DU
receipt of supplies result
delay in picking up the pr
records and in making item

THAT PROCUREMENT
take effective steps
vance of shipments to

BECAUSE MANY MANUFACTURERS fail to
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causing considerable difficulty in the
more, without adequate due-in data dep
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The supplies and services to be obtained by this instrument are authorized by, are for the purpose set forth in, and are chargeable to Procurement Authority

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the available balance of which is sufficient to cover the cost of same.

To

Ship To

Marked

DELIVERY DATE	FROM:	INFOR
TERMS:	F. O. B.	DE

Item No.	Quant.	Unit	Stock No.	

24-36054

UE-IN DOCUMENTS before
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eby increasing the number of extracts and
he stock accounting processes. Further-
epots are unable to plan for incoming
the space required.

CHASE ORDER

SAMPLE #14

AR DEPARTMENT
E SIGNAL SUPPLY OFFICER
QUARTERMASTER DEPOT
ATLANTA, GA.

P. O. No._____

Date_____

_____

RMAL QUOTATION TO: | VIA:

DESTINATION | INSPECTION AT DESTINATION

NOMENCLATURE	Unit Price	Amount

FAILURE TO RECEIVE DUE
receipt of supplies results
delay in picking up the pro
records and in making items

THAT PROCUREMENT
take effective steps t
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Item No.	Quant.	Unit	Stock No.	

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RCHASE ORDER SAMPLE #14

VAR DEPARTMENT
E SIGNAL SUPPLY OFFICER
QUARTERMASTER DEPOT
ATLANTA, GA.

P. O. No._____

Date_____

_____

ORMAL QUOTATION TO: | **VIA:**

DESTINATION **INSPECTION AT DESTINATION**

NOMENCLATURE	Unit Price	Amount

I. Service Command
Binghampton
Medical

Boston
QM
Signal

Edgewood
Chemical

New Cumberland QM
Chemical

Raritan
Ordnance

Schenectady QM
Engineers
Ordnance

Seneca
Ordnance

II. Service Command
Binghampton
Medical

Edgewood
Chemical

Holabird
Ordnance

Jersey City
QM

Letterkenny
Ordnance

New Cumberland QM
Chemical

Philadelphia
Signal

Raritan
Ordnance

Schenectady
Engineers

III. Service Command
Binghampton
Medical

Edgewood
Chemical

Holabird
Ordnance

Jersey City
QM

Letterkenny
Ordnance

Philadelphia
Signal

Raritan
Ordnance

Richmond
Engineers
Medical
QM

IV. Service Command
Anniston
Ordnance

Atlanta
Chemical
Engineers
QM
Ordnance
Signal

Augusta
Ordnance

Charlotte
QM

Huntsville
Chemical

Memphis
QM
Signal

Savannah
Medical

St. Louis
Medical

V. Service Command
Chicago
Medical
Ordnance

Columbus QM
Engineers

Ft. Wayne
Ordnance

Huntsville
Chemical

Lexington
Signal

Memphis QM
Chemical
Engineers

Richmond
QM

Rock Island
Ordnance

Savannah
Ordnance

St. Louis
Medical
Ordnance

VI. Service Command
Chicago
Medical
QM
Signal

Columbus QM
Engineers

Ft. Wayne
Ordnance

Memphis
Chemical

Rock Island
Ordnance

Savannah
Ordnance

St. Louis
Medical
Ordnance

VII. Service
Chica
Med
QM
Sig

Denve
Med

Kansa
QM

Memph
Che
Eng

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Che

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Medical
Ordnance

IX. Service Command

Benecia
Ordnance

Denver
Medical

Deseret
Chemical

Los Angeles
Medical

Mira Loma
QM

Mt. Rainier
Ordnance

Oakland
QM

Pomona
Ordnance

San Francisco
Medical

Seattle
Medical
QM

Stockton
Ordnance

Umatilla
Ordnance

Utah QM
Engineers
Chemical
Signal

LACK OF COORDINATED PLANNING of distribution facilities is indicated by the fact that each of the nine Service Commands is supplied by from seven to thirteen different depots; the number of Supply Services shipping materiel from more than one depot to the same Service Command varies from two to five.

THAT THE ASSISTANT CHIEF OF STAFF FOR OPERATIONS analyse this problem with a view to coordinating the planning of distribution to Service Commands and Ports of Embarkation.

Service Command	No. of Supplying Depots	No. of Services Supplying from More than 1 Depot
I	8	2
II	9	2
III	8	3
IV	8	5
V	10	4
VI	7	2
VII	10	5
VIII	7	4
IX	13	4

STOCK RECORDS WITH
additional paperwork

THAT DEPOTS
TAKE steps to bri
possible; that sh
requisitions, be
relative to shipm

THE GENERAL PRACTICE AT DEPOTS IS TO EDIT incoming requisitions for st
availability, to prepare a ditto master shipping ticket and to run off a
sufficient number of copies of the shipping ticket for use in stock pickin
crating, preparation of Bills of Lading and other internal operations prep
tory to shipping. When this has been completed additional copies of the
shipping ticket are run off from the master copy for external distribution
consignee, finance offices and others. At the Normoyle Ordnance Depot thi
practice could not be followed because of the unreliability of the stock
records. An attempt to do so resulted in:

TH INCORRECT BALANCES cause
in depots.

HAVING UNRELIABLE STOCK RECORDS
ing them up to date as soon as
hipping tickets, rather than
used for internal operations
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stock

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1. Failure to fill requisition where items were in stock because the stock records indicated a zero balance.

2. Failure to locate stock in bins because shipping tickets were sent to the warehouse based on stock records which erroneously indicated a plus balance.

In order to overcome these difficulties the requisitions are now sent to the warehouse to determine if the stock is available rather than to depend upon the stock records for this check.

NO MACHINERY OF SUFFICIENT E
has been set up by Supply Service
to standardize depot procedures,
quence that procedural improvemen
one depot have not been passed on

THAT AN EFFECTIVE METHO
ZATION be set up at each lev
and Depot) to improve and st
simplify work routines and m
interchange ideas for improv

Like Forms and Number of Copies Used by Depots */

Ordnance	Signal	Engineer	Chemical	Quartermaster	
					Inbound
5		2	1	5	Due-in Document
			2	1	Checking Sheet
3	3	5	3	6	Tally In
5	5	6		5	Receiving Report
2	2	2	2	2	Shipping Ticket
			3		Tally Out
					Outbound **
3	4	6	4	5	Q.M.C. 400
				2	Requisition Service Sheet
1		7		X	Packing Label
12	16	10	7	7	Shipping Ticket
				1	Assembly Sheet
4		4	5	6	Tally Out
		10			
			12		Shipping Order

* Services having electric accounting machine installations use the following punch cards: Control Card, Stock Detail Card, Address Card, Trailer Card.

** Standard government Bill of Lading used by all Services.

EFFECTIVENESS
es or the SOS
with the conse-
nts developed by
n to other depots.

HODS AND PROCEDURE ORGANI-
vel (SOS, Supply Service
tandardize procedure and
methods; that these groups
vements among depots.

THROUGH THE INGENUITY OF DEPOT PERSONNEL many refinements have been developed in depot operations. These apply to materials handling, electric accounting machine activities, scheduling of work, handling of incoming and outgoing shipments and many other detailed operations. At present there is no formal machinery set up to pass these improvements along from one supply section to another within a jointly occupied depot or from one depot to another. A few of these improvements are:

1. The Quartermaster Section, Atlanta Quartermaster Depot, has combined the shipping ticket with the tally-out for domestic carload or less than carload shipments. If this experiment proves successful, the combined shipping-tally ticket should be adopted by all the Services to the extent applicable. A similar combination form has been developed independently by the Kansas City Quartermaster Depot.

2. The Engineer Section, Atlanta Quartermaster Depot, has eliminated the tally-out in the case of mail and parcel post shipments by using the shipping ticket instead.

3. The Signal Section, Atlanta Quartermaster Depot, has eliminated the necessity for preparing separate packing lists in many cases by rubber stamping the shipping ticket and indicating the items appearing in a particular package.

4. The Quartermaster Section, Atlanta Quartermaster Depot, prepares no packing list covering case lot domestic shipments on which an adequate description appears on the original packing.

5. At the Ordnance Depot at Anniston, Alabama, incoming shipments are checked in and coded for IBM punching direct from the packing list, eliminating the necessity of a tally in. Such procedure, of course, does not permit a blind tally.

6. At the Ordnance Depot at Atlanta, the IBM machines prepare identification and packing tags which are used for stock picking, tagging the individual part as a packing list inside the case.

7. The Normoyle Ordnance Depot has perfected numerous steps in its outgoing requisition process, such as direct flow office layout, and binning by size.

RETURNS OF EXCESS SUPPLIES from posts, camps and stations are frequently less than the quantities declared in the shipping ticket, causing confusion in the warehouse.

THAT SUPPLY OFFICERS AT POSTS, CAMPS AND STATIONS BE GIVEN ADEQUATE TRAINING and instruction on all supply activities for which they are responsible; and that careless and incompetent supply officers be reprimanded or replaced.

DEPOTS CONTINUOUSLY EXPERIENCE DIFFICULTY WITH STOCKS RETURNED by posts, camps and stations because local supply officers are careless in packing and counting materials. This results in multiple handling of the material in the warehouse and endless paperwork to adjust the accountability records. The Ordnance Depot at Atlanta, for example, received one shipment where the supply officer at the post had not counted the items he was about to return. Instead, he removed from stock everything over T/BA and prepared a shipping ticket for the difference berween the T/BA and the balance reflected on the inventory cards regardless of the inaccuracy of these records.

THE POLICY OF REQUIRING SHIPMENT of Ordnance Department spare parts to units 30 to 45 days ahead of activation results in confusion.

THAT THE POLICY OF LAYING DOWN EQUIPMENT 30 to 45 days in advance of activations be reviewed by the Assistant Chief of Staff for Operations with the Army Ground Forces to determine if all equipment should continue to be handled on this basis.

AT THE ATLANTA ORDNANCE DEPOT considerable difficulty has been encountered in connection with shipments to newly activated units in advance of activation. Some of these problems are:

1. No one is on hand at the post, camp or station to receive or store the parts.
2. Parts are commandeered by other units, particularly the Air Forces.
3. Receipts for the parts are not given.
4. The location of the unit has changed.
5. There is no need for spare parts at such an early date.

Shipment can usually be made within 24 hours; consequently it appears desirable to hold the parts in the warehouse until they are needed by the units. The Normoyle Ordnance Depot communicates with the unit by telephone before shipping spare parts in order to insure that someone will be on hand to receive the consignment. This procedure prevents some of the difficulties that have been experienced by Atlanta.

INSIGNIFICANT SHORTAGES in ca
deliveries at times delay picking
perty on stock records and in maki
available for issue until the enti
is recounted or other property adj
made.

THAT, REGARDLESS OF OVER
DAMAGES to portions of delive
items be processed immediatel
recording sections of depots
records may be kept accurate
operating purposes.

IT IS IMPERATIVE THAT ITEMS RECEIVED by d
records as rapidly as possible so that stock
receipt of stock and be able to approve issua
The Kansas City Quartermaster Depot has delay
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sitioned that have actually been on hand but

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VERAGES, SHORTAGES OR
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of size, is discovered. This
s or back ordering of items requi-
ut are not recorded as in stock.

MALDISTRIBUTION OF SUPPLIES TO DEPOTS is a major hindrance to the performance of their mission of issuing materiel; the critical nature of this problem is indicated by the large volume of back orders and extracts at most depots.

THAT REPRESENTATIVES OF THE ASSISTANT CHIEF OF STAFF FOR OPERATIONS correct this maldistribution and observe in the field the working of the Surgeon General's key depot system to determine whether or not, if adapted for use by all Supply Services it would meet the problem of maldistribution of materiel.

FOR EXAMPLE, in filling requisitions for Zone of Interior hospitals, the Office of the Surgeon General has noted at many as 104 extracts for items on a single requisition before they were located in stock at a depot. To remedy this situation, the Surgeon General has redistributed the medical stock and on February 1 placed into effect a so-called "key depot" system which provides for prime filler depots to stock certain classes of medical and surgical items and to provide other depots with these items on extract requisitions thus eliminating most extracts to Washington.

OFFICE OF THE SURGEON GENERAL

KEY DEPOT SYSTEM

(Extractions from a convention address)

1. Plans have been made to realign some of the depot functions with the view of simplifying the operation and of having stocks at the right place where they are needed. (See Exhibit No. 16).

2. In the first place, individual depots, with two exceptions, will perform only one function. Tactical units will be assembled at Toledo, Atlanta, and Kansas City only. When the presently scheduled unit assemblies at New York and St. Louis are completed, these depots and all other than the three assembly depots will not assemble any more tactical units.

3. Medical maintenance units and final reserve units will be supplied only by Columbus, Schenectady and Odgen. Other depots when they have completed the newly abbreviated schedule will supply no more medical maintenance or final reserve units.

4. Cantonment type hospitals will be assembled at only Savannah and Denver. When specific hospitals now in process of assembly are completed, other depots will not handle cantonment type hospitals. Savannah and Denver will assemble hospitals in addition to their distributing function.

5. For depots distributing both to the Zone of Interior and to ports, a plan of key depots is being instituted. For the purpose of key depots, distribution depots will be divided into three groups as follows:

a. Eastern Group.

New York Medical Depot,
Medical Section, Richmond Quartermaster Depot,
Savannah Medical Depot.

b. Central Group.

Medical Section, Chicago Quartermaster Depot,
St. Louis Medical Depot,
Medical Section, San Antonio Quartermaster Depot,
Denver Medical Depot.

c. Western Group.

Medical Section, Seattle Quartermaster Depot,
San Francisco Medical Depot,
Los Angeles Medical Depot.

CONTINUED

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Within each group there will be a key depot for each class of items as follows:

CLASSES	I	II	III	IV	V	VI	VII	IX
Eastern Group	RI	NY	NY	NY	NY	SV	SV	RI
Central Group	SL	CH	SL	CH	SL	CH	SL	SL
Western Group	SF	LA	SF	SD	SD	LA	SF	SF

For example, in the Eastern Group, Richmond will be the key depot for Classes I and IX; New York will be the key depot for Classes II, III, IV and V; and Savannah will be the key depot for Classes VI and VII.

6. If there is insufficient stock of an item to fill all depots to the desired level, only the key depots for that item will receive deliveri When the stock condition for that item improves so that there is more tha enough for key depots, deliveries will be made to other depots. Thus, on items where there is adequate stock all distribution depots will have sto however, on items where there is inadequate stock, the key depots will ha stock if it is available anywhere. Key depots will receive the first shi ments on contracts with manufacturers and non-key depots, the later ship- ments. In other words the three key depots on each class of items will b given every preference to having a stock of an item.

7. Distribution depots will extract to the key depot in their area any item on which they are "out of stock." However, if the depot has information that stock will be replenished within a reasonable time, the item will be placed on back order and extract to key depot will not be made. If stock will be replenished within 30 days, routine requisitions for the item will not be extracted. Unit assembly depots and medical maintenance depots will not extract on key depots, unless specifically instructed by The Surgeon General's Office.

8. Exceptions. Certain items will be stocked only in one depot and extracts from all depots will be forwarded to that depot.

a. Veterinary items -- St. Louis
b. Books -- Chicago
c. Certain biologicals -- Kansas City
d. Other specific items as directed by The Surgeon General's Office

These items will be items on which there is an acute shortage, such as X-Ray machines, large sterilizers, dental units and chairs, phorometers,

e. Certain slow moving items on which total requirements are so small that stocking them in all depots would be unsatisfactory.

It is the intention of The Surgeon General's Office to stock all items except those mentioned above in all distribution depots. However, when there is not enough of an item to stock all depots the key depots will be stocked first. If and when the stock condition of that item improves, distribution will be made to non-key depots.

9. Procedure in depots.

a. Posts, camps, and stations will requisition on their distributing depot as at present.

b. Until stocks are shifted there will be no change in present procedure. It is contemplated that the changeover to key depots will be made about February 1, 1943.

c. After stocks are shifted, SGO will instruct depots to act as follows:

(1) Extract direct to key depot (in their area) any "out of stock" item. Exception: Extract will not be made to key depot to fill a routine requisition if depot has information that its stock will be replenished in 30 days.

(2) Key depots will extract only in accordance with instructions which will be issued by the Office of The Surgeon General.

10. Mr. Messick will explain to you the procedure in The Surgeon General's Office for distributing stock to key depots.

11. The purpose of establishing this key depot system is to make stock more available for shipment on requisitions. There are, at the present time, about a thousand items on which some depot or several depots have back orders but on which other depots have sufficient stock to fill all the back orders in all depots. This condition may be caused by faulty stock control, by one depot receiving its portion of a purchase long before another depot receives its share, a national scarcity of an item, an unpredictable unevenness in the issue of the item, or because the total army requirements for an item are so small that it is impossible to make an accurate distribution to all depots. There are more than 1000 items of medical supply that the total maintenance requirements for the two years 1942 and 1943 is less than 2000 of each item. When this stock is spread over a two-year period among ten depots, it means that the issue rate in any one depot is less than ten per month. Any purchase distribution, which must be made months before the actual shipment of the merchandise, is certain to be inaccurate on these slow moving items.

12. The key depot system will eliminate many of the difficulties in the extract procedure. At present a depot extracts to The Surgeon General's Office where the extract is made on a depot which according to the latest information has stock. Many times by the time the extract gets to this depot, the stock has been exhausted and the extract begins another round trip. Under the key depot system, the extracting depot will extract on its key depot which will have stock if stock is available any place.

13. The key depot system will break down unless key depots ship
ithout delay. There is a certain amount of time consumed in
tracts to the key depot, then if there is an unnecessary delay
g the extract the service will not be sufficiently satisfactory
stem to work.

TWO SETS OF STOCK RECO
could be eliminated if elec
machines were installed, ar
Supply Services which do no

THAT THE SIGNAL
FARE SERVICE conside
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purposes, where inst
by volume of activit

ALL SUPPLY SERVICES EXCEPT the Chemical Warfare Service and the Signal Corps use IBM accounting machines for stock records, preparation of stock reports, shipping tickets, receiving reports and other data at depots.

1. In the Chemical Warfare Service two hand-posted inventory records are maintained. One record is used for operating and reporting purposes. This record is used for checking availability of stock and is posted prior to actual shipment. Reports to Washington on the status of stock are developed from this record. The other record is posted after the shipment has been made and invariably lags from three to four days behind the other records. This is the so-called "official accountability record." Its only purpose is to fulfill the audit requirements referred to elsewhere in this report.

2. The Signal Corps has installed Elliot-Fisher machines. The process here is somewhat comparable to that in the Chemical Warfare Service. For operating purposes, normal stock record cards are maintained. From those records stock availability is determined. Through the Elliot-Fisher machines the body (item, description, number, etc.) of the shipping ticket is pre-

RECORDS, one of which
electric accounting
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NAL CORPS AND CHEMICAL WAR-
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nes for stock accounting
installations are justified
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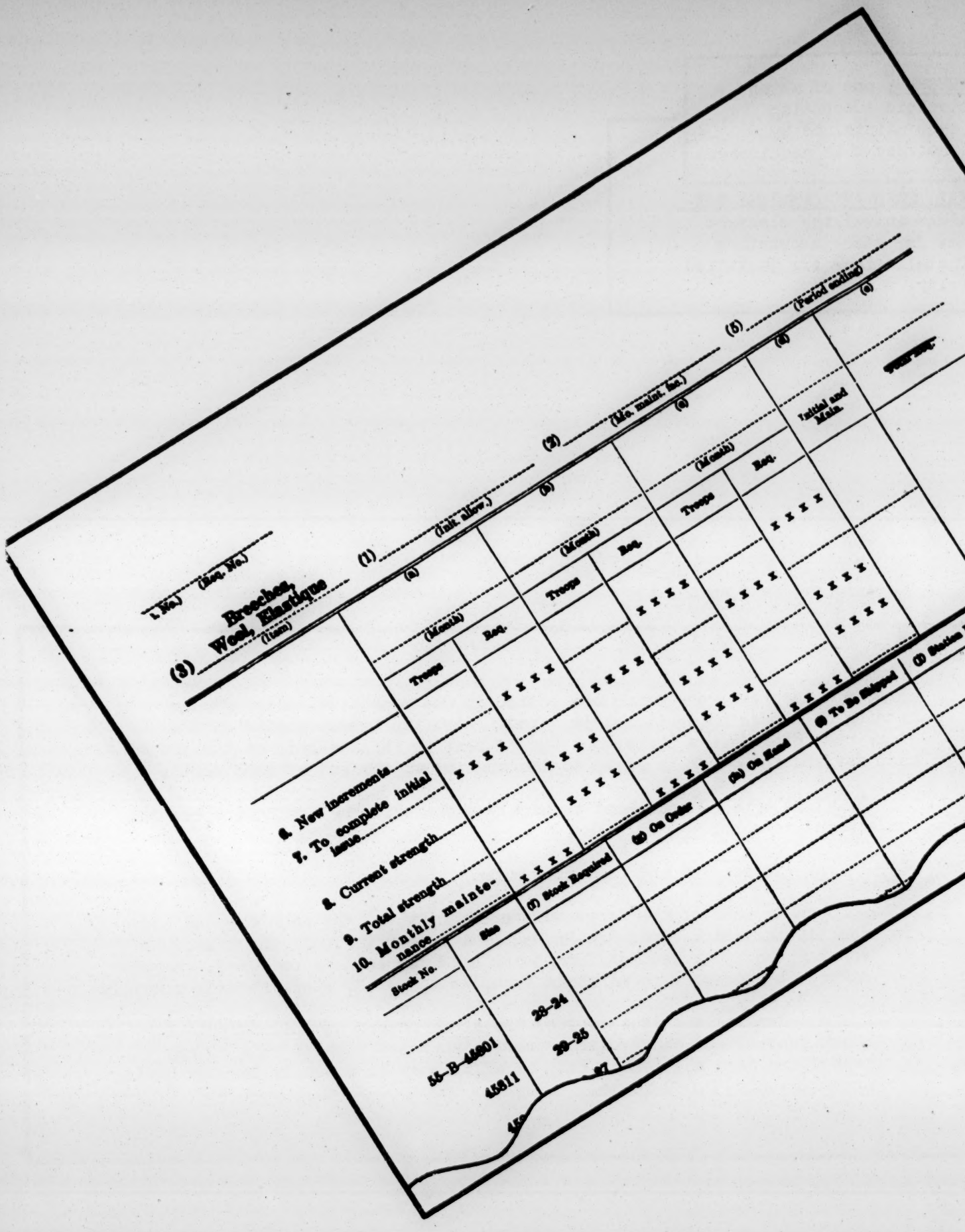
pared and the inventory cards are posted in one operation, although the heading of the shipping ticket is typed. Also two tissue copies of the stock record cards are prepared. One is sent to Philadelphia at the end of each day and the other is given to the auditor at the end of each month.

3. This type of equipment is highly unsatisfactory for this operation for several reasons:

a. It is slow and time consuming.

b. Because of the large volume of activity, the machines and consequently the stock cards are in use by the operators all the time, preventing the stock records from being used for editing purposes, thereby making it necessary to maintain a duplicate set of stock records manually.

c. Sending a tissue copy of the stock record to Philadelphia for stock control and other administrative purposes results in a clumsy record and does not lend itself to efficiency in a Supply Service having approximately 50,000 items.


Breeches, Wool, Elastique
(1)
(2)
(3)
(4)
(5)
(6)
(Item)
(Init. allow.)
(Mo. maint. bal.)
(Period ending)
(Mo. Req. No.)
(Month)
Troops
Req.
Initial and Maint.
4. New increments
7. To complete initial issue
8. Current strength
9. Total strength
10. Monthly maintenance
Stock No.
Size
(7) Stock Required
(8a) On Order
(8b) On Hand
(8c) To Be Shipped
55-B-45801
45811
28-34
28-35
37

THE USE OF FORM 402A. Requisition for Clothing and Equipage, by the Quartermaster Corps increases the time and labor needed to edit at depots and to requisition at posts, camps and stations.

THAT THE ASSISTANT CHIEF OF STAFF FOR OPERATIONS and the Office of the Quartermaster General consider the advisability of using a separate form for the reporting of excess stock and eliminate it from the 402A requisition.



THIS FORM REQUIRES REQUISITIONING OFFICERS at posts, camps and stations to list stock required, on hand, on order, to be shipped and the station's excess each time material is requisitioned or excesses reported. Having the stock numbers and nomenclature appear on the form saves considerable time and effort, but unnecessary work is created by filling in the additional data which is not consistently accurate.

WAREH

28-96084

HOUSING

EFFICIENT METHODS OF
space conservation and labo
not been carried out to as
practicable in all depots.

THAT GREATER EMPH
various aspects of wa
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strengthened at all le
Service and the Depot,
the efficiency of ware

1. In the Corps of Engineer Section of the Atlanta Quartermaster Depot 6000# Clark and Towmotor fork trucks were found to be unsuitable for outside storage work. In order to use these trucks it was necessary to build lumber floors to prevent the heavily loaded trucks with small diameter wheels from sinking into the ground. Pneumatic-tired fork trucks would be more efficient.

2. In the Chemical Warfare Service Section of the Atlanta Quartermaster Depot equipment assigned consisted of 72" overall height Mobilift fork trucks and 144" lift trucks. The low trucks are used to move materials from the floor to the stacks. Trucks of 3500# capacity, 108" lift could handle the operation completely without the flooring operation. One hand-operated hydraulic pallet truck of a size unsuited for this installation is being used as a load carrying truck. The size of this special truck indicates a lack of proper planning both in procurement and allocation.

3. In the Medical Department Section of the Atlanta Quartermaster Depot 4000# fork trucks should be substituted for 6000# fork trucks.

4. At the Quartermaster Depot, there are fourteen 6000# fork trucks. Not more than six are required. Two 15,000# Hyster or Ross fork trucks with a 15,000# capacity equipped with pneumatic tires should be furnished for outside use.

5. In the Columbus Quartermaster Depot 2000#, 3000# and 4000# fork trucks should be substituted for 6000# fork trucks.

6. At the Anniston Ordnance Depot equipment is not assigned according to any definite plan, nor is an equipment pool maintained.

OF MATERIALS HANDLING,
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o as great an extent as
ots.

EMPHASIS BE PLACED on the
f warehousing through in-
g, and instruction, and
organization structure be
ll levels, S.O.S., Supply
epot, in order to improve
warehousing activities.

7. In the Chemical Warfare Section of the Atlanta Quartermaster Depot large cases being removed from flats with slings could be handled more expeditiously with box clamps. Drum shipments in cars from Memphis on pallets show satisfactory bracing, but the saving is questioned for this type of material because of the cost of palletizing. Igloos are filled by hand operation and by conveyers. Electric fork trucks would reduce labor costs over 50% and would result in increased occupancy of igloo space. Portable battery lights are not available for use in igloos.

8. In the Signal Section of the Atlanta Quartermaster Depot precision warehousing is in evidence.

9. In the Medical Department Section of the Atlanta Quartermaster Depot X-ray boxes could be made with strapped pallet loads to reduce handling costs.

10. In the Quartermaster Section of the Atlanta Quartermaster Depot the use of standard size pallets on items other than subsistence results in loss of space and crushing of cartons. Clothing and shoe cartons are not of sufficient strength for high stacking on sizes available. No attempt has been made to ship from this depot on pallets.

11. At the Lexington Signal Depot methods of materials handling, space conservation and utilization of labor are not in accordance with War Department policy.

12. At the Red River Ordnance Depot the use of manpower is extravagant and is not in accordance with War Department policy. No effective labor pool was found.

CONTINUED

CONTINUED

13. In the Corps of Engineers Section of the
Depot there has been considerable re-warehousing d
The condition is continuing because of the necessi
from one warehouse to another to make room for exp
activities.

14. At the Columbus Quartermaster Depot seve
own labor pools, each operating under its own plan
in warehousing activities has resulted in overstaf
carrying out the depot mission.

15. At the Granite City Engineer Depot a lac
sulted in warehouse space not being fully utilized
of both personnel and equipment, as the depot was
greater tonnage than it is now handling.

16. At the St. Louis Medical Depot material
accomplished satisfactorily. Material is handled
fork trucks, which are used for transportation and
quently as many laborers are required now as befor
received. No efficient aisle layout has been esta
advantage been taken of space, manpower or equipme

17. At the Anniston Ordnance Depot warehousi
with the warehouse manual, particularly as it refe
stacking methods and manpower savings.

18. At the Normoyle Ordnance Depot variation
skilled laborers assigned to one foreman were obse
as few as four laborers comprised a gang, while in
fifteen. Otherwise the warehouse appeared to be c

19. At the Kansas City Quartermaster Depot u
methods were found to be in use. Among them were:
in many stacks, double and triple handling of stor
tion of space.

the Columbus Quartermaster
during the past nine months.
ssity for changing property
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several sections have their
lan. Lack of coordination
taffing and confusion in

lack of planning has re-
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using is not in accordance
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e operating efficiently.

t unsatisfactory warehousing
re: non-use of pallets
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EFFECTIVE COORDINATION of
the materials handling equipmen
not been accomplished; no one a
sponsible for determining (scre
quirements, guiding production
contracts and allocating equipm
domestic and overseas demands.

THAT THE ASSISTANT CH
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screening all requirements
materials handling equipme
under existing contracts w
tion capacity in order to
needs of the Army; and con
requirements of depots to
ment is being utilized to

AT PRESENT THE QUARTERMASTER CORP
cranes and locomotives, which are purc
the Transportation Corps, respectively
units but only 23,000 units will be re
the industry. Inasmuch as the number
Division would like to decrease wareho
favor of increased fork truck producti
meets present demands.

Nearly every depot visited was ex
of materials largely because available
particular operations of the depot.

of all phases of
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CHIEF OF STAFF FOR OPERA-
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pment; balancing production
s within available produc-
to adequately meet the
continuously analyzing the
to insure that such equip-
to the maximum extent.

ORPS PROCURES all such equipment except
urchased by the Corps of Engineers and
ely. Orders were placed for 29,000
received as that is the capacity of
er of units has been reduced, the Plans
ehouse towing tractor production in
ction, since the latter more nearly

experiencing problems in the handling
ble equipment was not suited to the

THE MAINTENANCE OF A SEPARATE box and crate shop by each Supply Service at jointly occupied depots results in waste of storage space, increases labor costs and does not lend itself to specialization in this field.

THAT A BOX AND CRATE SERVICE BE INSTALLED at one point at each jointly occupied depot and be provided with adequate lumber handling equipment, storage facilities and adequate box making machinery, including nailing machines; that this service be supervised by a competent box and crate superintendent; that each Shipping Department using boxes or crates requisition its requirements, giving dimensions and type of material to be crated; that packing requirements, so far as feasible, be restricted to a few sizes of standard boxes which can be made on a production schedule with economy.

MANY SUPPLY SERVICE SECTIONS of jointly occupied depots have utilized valuable warehouse space in many parts of the depot for the storage of lumber used in the manufacture of crates and boxes. Machinery for making boxes and crates is usually installed in each such section. This scattered storage is inefficient from the standpoint of manpower required. Furthermore, the storage of lumber in buildings which also house valuable properties is open to serious question from the standpoint of fire hazard.

The Box and Crate Service, depending upon local conditions, would purchase boxes and crates from commercial establishments when more economical to do so and would deliver boxes or crates to packing rooms as required. The superintendent of this service would also act as a consultant to the various packing and shipping departments, advising on proper methods and production. Crates and boxes of special dimensions and special construction, when required, would be made to order.

LACK OF CONTINUOUSLY AVAILABLE TECHNICAL ADVICE on warehousing and on electric accounting machine methods has prevented depots from keeping up to date on new developments and putting machinery to fullest use.

THAT A WAREHOUSE EXPERT AND A SPECIALIST ON ELECTRIC ACCOUNTING MACHINES be attached to the staff of each Service Command and be available for technical assistance to all Services of Supply installations within Service Commands.

REALIZING THE NEED for continuously available technical advice some Depot Commanders have employed I.B.M. experts to advise on operating methods. The Ordnance Department contemplates attaching an I.B.M. expert to each of its seven zone offices for this purpose, The situation in all Supply Services could be met with nine I.B.M. specialists and nine warehouse experts on the staffs of the Service Commands. The I.B.M. specialists would also be available for all other installations, such as procurement district offices, in the Service Commands.

WAR DEPARTMENT - SIGNAL CORPS

U. S. DEPARTMENT OF LABOR

WOMEN'S BUREAU

WASHINGTON

April 9, 1942

Bertha Nienburg, Assistant Director
Women's Bureau
U. S. Department of Labor
Washington, D. C.

Dear Miss Nienburg:

The Signal Corps has kept me very busy, having asked me to go into all aspects of the problem of getting women as Junior Engineering Aides and making any suggestions that I could and help in every way possible. As a result I have enclosed a complete report of all that has transpired up to this point so you have an understanding of the problems involved. I think the main thing that I have done is crystalized their thinking in the matter and brought the problems involved into clearer definition. Everyone out there seems to be so busy in their own little sphere of activity that they haven't gotten around to a summarization of the problems involved and discussing it with each other. Consequently, I have acted somewhat as a clearing house of all their thoughts and opinions, and presented all the facts to Capt. H. C. Hale who is the Training Officer.

Capt. Hale would like to have any publicity that the Women's Bureau can get out on this whole thing as soon as possible. I told him that we did get out new releases in addition to reports and bulletins and I would write you and find out what formalities we would have to go through to get a news story out on the program. He is having Dr. Moss, his administrative officer prepare a statement as a basis for a news story and I am to get that Monday. In the mean time I wanted word from you as to what further course of action we could take and what suggestions you have to make.

As a result of my being out there the Civil Service representative was prompted to phone New York City, Boston and Washington, D. C. for available registrants on Junior Engineering Aide lists. The Junior Engineering Aides are to be added at the rate of 150 a week and the Signal Corps wants action in getting women as soon as possible. Also a lowering of the requirements for females is in the immediate offing.

I would like to hear from you as soon as posible regarding this whole matter.

I have included the report on Frankford Arsenal. Also, I have included various Civil Service anouncements for female workers in Pennsylvania which I thought you might be interested in. The Civil Service Commission brought to my attention that in Middletwon, Pa. the Air Corps has a Signal Depot similar to the Philadelphia Depot where 4000 mechanic-learners would be employed at th rate of 200 a week. It was believed that many of these would also be women. Announcement No. 3-15 is for the Middletown Air Depot, and as you will see it applies to both men and women.

Sincerely,

Margaret Kay Anderson

ADELPHIA HOTEL



CHESTNUT STREET AT THIRTEENTH
NEAREST EVERYTHING

PHILADELPHIA, PA.

April 17, 1942

Dear Miss Nienburg:

As you suggested I got more of an elaboration as to the duties of a junior engineering aide. Enclosed you will find a little story on inspection duties written for me by the man in charge of the 2 weeks orientation course at the end of the junior engineering aide's training period. Rather than make it very technical he wrote it in sort of a breezy fashion which the publicity department can use as it sees fit.

You will also find an outline of the pre-service training for junior engineering aides which throws light on the types of things these trainees will be expected to do.

The Civil Service Commission representative at the Signal Depot said any general publicity we got out about it was perfectly all right, but it could not have a tinge of recruiting workers because that was the function of the Commission. Our publicity will have to be a general account of the use of women in the Signal Depots of the country as mechanic-learners and junior-engineering aides, and incidentally mention that these persons are selected from civil service registers. Also, I gathered

2397 Mun. Cons.



ADELPHIA HOTEL

CHESTNUT STREET AT THIRTEENTH
NEAREST EVERYTHING

PHILADELPHIA, PA.

we were not to stress the great unfilled demand for trainees (female) at Philadelphia.

I thought it might be a good idea to get in touch with the Signal Corps in Wash. D.C. and find out what other Depots in the country will also be using women so as to make the story of more national interest, although the greatest Signal Corps activity will be in Philadelphia.

Capt. Hale wanted me to bring pressure to bear on the Civil Service Commission to get additional local publicity with the purpose of recruiting women and pointing out the specific needs of the Depot. However, I pointed out that I was not in a position to do such a thing. Consequently, the Signal Depot is going to insist upon additional local publicity and have pictures taken by the newspapers. As long as our publicity is going to be supplementary on a national scope it did not seem so important to have Miss Smaltz take pictures. She said sometimes the pictures turned out all right and sometimes not so good.

I have quite a bit of work to do here yet so it will be sometime next week before I get over to



ADELPHIA HOTEL

CHESTNUT STREET AT THIRTEENTH
NEAREST EVERYTHING

PHILADELPHIA, PA.

Piper Aircraft in Lock Haven, Pa. Will wire you before leaving here.

I will write you again either tomorrow or Monday but want to get this letter off right now.

Sincerely,

Margaret Kay Anderson

OUTLINE OF PRE-SERVICE TRAINING COURSE

For

SIGNAL CORPS JUNIOR ENGINEERING AIDE

United States Signal Corps
Washington, D. C.
February, 1942

PRE-SERVICE TRAINING COURSE

For

JUNIOR ENGINEERING AIDE

U. S. SIGNAL CORPS

I. GENERAL INTRODUCTORY STATEMENT:

This course outline is submitted to field establishments of the Signal Corps for use in the training of men selected by regular U. S. Civil Service procedure, for the position of Junior Engineering Aide, in the Signal Corps, at a salary of $1440 per year. It will be conducted in vocational schools of secondary level and in colleges and technical institutions of collegiate level selected by the field establishments of the Signal Corps, with the approval of the U. S. Office of Education.

The course is designed for the pre-service training of men and women for service in the United States Signal Corps, in the repair and maintenance of Signal Corps equipment, in the inspection of materials and equipment of the plants of the manufacturers prior to the delivery of material to the consignee (and under other conditions as required), and for other duties to which they may be assigned and for which they are qualified.

The object is to train such engineering aides in the shortest possible time commensurate with the exacting knowledge, techniques, and skills required in the performance of their duties. For this reason procedure must of necessity be adapted to the requirements of the position. Since the time available for such instruction is short, emphasis must be made on streamlined methods in instruction, and adherance to the practical features of the course. Basic principles and theories required should be included only where they contribute to a better understanding of the practical phases of the training.

Trainees permitted to take this course will have the unusual opportunity of serving their Country along the lines of their interests, ability and previous training. This service will be of immediate aid to the military forces safeguarding the Nation.

Selection requirements and qualifications for trainees of this course as set forth in the U. S. Civil Service announcements are as follows:

General Requirements

The successful completion of a full four-year high school course or fourteen units of high school study. In lieu of each year of the prescribed high school course applicants may substitute six months of engineering experience in the field, laboratory, or office, which experience

must be in addition to that prescribed below:

Special Requirements

In addition to meeting the general requirements, applicants must show experience or education as indicated under (A), (B), (C), (D), (E), or (F):

(A) The successful completion of at least one year of college study in engineering at a resident college, university or technical institute.

(B) The successful completion of specialized engineering courses in night school or part-time work in residence in any technical institute or college if the total time spent in class is equivalent to a one year day course, and if the work covered is substantially the same in scope as a regular day course.

(C) One year of professional or sub-professional engineering experience appropriate to the option in which rated.

(D) The successful completion of one year in college or junior college which has included courses in engineering, chemistry, mathematics, or physics.

(E) The successful completion of an appropriate course in engineering under the Federal Office of Education Defense Training Program.

(F) The successful completion of six high school units in chemistry, physics, mathematics, or drafting, or a total of six units in any combination of these courses included in the required four year high school course or in the required fourteen units of high school duty.

2. OUTLINE OF COURSE:

This pre-service course is planned to extend over a period of approximately six months, and is divided into two major parts:

Part I, Basic Mechanical and Technical Training, for use in either approved vocational schools of secondary level or approved colleges and technical institutions of collegiate level.

Part II, Basic Engineering Training, (A) Radio (B) Telephone (C) Wire and Cable, for use in approved colleges and technical institutions of collegiate level only.

Following the pre-service course, each Signal Corps establishment will offer such in-service training courses as may be required to fit trainees for the specific duties they are to perform.

Part I BASIC MECHANICAL AND TECHNICAL TRAINING

A. Introductory Technical Information and Abilities to be Developed

1. Blueprint and plan reading
   a. Charts
   b. Schematic drawings
   c. Wiring diagrams
   d. Sketches

2. Elementary drafting
   a. Ability to produce simple charts, diagrams, sketches and plans.
   b. Freehand lettering
   c. Development of terminology used in drafting.

3. Use of the slide rule
   a. Ability to read and make basic computations by slide rule.

4. Knowledge of the standards of accuracy required in various types of engineering, laboratory, and inspection work.

5. Use of technical aids
   a. Handbooks
   b. Cables
   c. Charts and graphs

6. General knowledge of engineering materials.
   a. Properties of basic materials
   b. Introduction to basic metallurgy
   c. Plastics
      (1) Properties of principal types
      (2) Usage of principal types

7. Introduction to industrial chemistry.

B. Development of Basic Skills in the Use of Mechanical Measuring Devices and Gauges.

I. Types of common measuring instruments
   a. Rulers
   b. Calipers
   c. Micrometers
   d. Verniers
   e. Protractors
   f. Gauge blocks
   g. Surface plates
   h. Pick counters
   i. Microscopes
   j. Dial indicators
   k. Hardness testers

2. Gauges
   a. Master gauges
   b. Inspection gauges
   c. Production gauges
      (1) Limit gauges
         (a) Plug
         (b) Ring
         (c) Snap
      (2) Thread gauges
         (a) For standard threads
         (b) For bastard threads
      (3) Other gauges
   d. Fire systems for measuring pitch diameters
      (1) Screws
      (2) Gears
         (a) Spur
         (b) Worn
         (c) Bevel

3. Electrical Measuring Devices and Meters
   a. Ammeters
   b. Voltmeters
   c. Power meters
   d. Galvanometers
   e. Bridges
   f. Oscillators
   g. Oscilloscopes

C. Review of Basic Mathematics; and Instruction as Required in Mathematics Necessary for the Material outlined.

1. Mensuration
2. Algebra
3. Geometry
4. Trigonometry

D. Review of Basic Electrical Theory
   1. Magnetism
   2. Current electricity
      a. Production of electric forces
      b. Flow of currents
      c. Electrical units
      d. Ohm's Law
      e. The three basic circuit parameters
         (1) Resistance
         (2) Inductive
         (3) Capacitance
   3. Electrical Heat and Power
      a. Converting electric current to heat
      b. Production of mechanical power by electricity
   4. Dynamos and Generators
      a. Various types
      b. Principles of operation
   5. Electric motors
      a. Types
      b. Uses
      c. Principles of operations

E. General Introduction to Electrical Communication
   1. By wire
      a. Low frequency
         (1) Telephone
         (2) Telegraph
      b. High frequency

   2. Wireless
      a. Broadcast frequency and below
      b. High frequency
      c. Ultra-high frequency

   3. Other means of communication
      a. Aural devices
      b. Heliographic devices

F. Introduction to Telephony

   1. The telephone
      a. Component parts
         (1) Receiver
         (2) Transmitter
         (3) Induction coils
         (4) Condensors
         (5) Generators

   2. Telephone circuits
      a. Various circuits and their adaptation to specific needs

   3. Telephone equipment
      a. Magneto and local battery sets
      b. Desk sets
      c. Switchboards
         (1) Introduction to the principles involved
         (2) Working knowledge of simple switchboards

   4. Glossary of terms used in telephone work

G. Introduction to Radio

   1. Electron tubes
      a. Properties and characteristics
      b. Functions
      c. Methods of testing

   2. Detectors

   3. Power supplies
      a. Rectifier and filter
      b. Battery
      c. Dynamotor

   4. Crystal control and oscillators

   5. Radio circuits

6. The complete receiver
   a. Function of all parts
   b. Aligning

7. Modulation
   a. Principles
   b. Comparison of methods

8. Testing
   a. Various component parts of radio sets
   b. Acceptable methods of testing
   c. Testing devices

9. Glossary of terms used in radio work

H. Introduction to Precision Instruments Such as Those Used In:
Meteorological work
Photographic activities
Recording devices

1. General knowledge of the characteristics of such precision instruments.

2. Development of an understanding of the high degree of precision required in the manufacture and operation of such instruments.

I. Introduction to Machine Shop Practice

1. Recognition of the types of work performed on common machine tools:
   a. Engine lathe
   b. Turret lathe
   c. Milling machines
   d. Boring mill
   e. Shaper
   f. Planer
   g. Universal grinder
   h. Drill press

2. A glossary of machine shop terms

J. Introduction to Mechanical Inspection

1. Knowledge of factory organization

2. General understanding of the problems and procedures of the modern manufacturing process.

3. Use of drawings and specifications in inspection

4. Importance of checking dimensions

5. Tolerance as applied to the inspection process

6. Finishes of materials for protection and appearance
   a. Metal
   b. Wood
   c. Other

7. Glossary of terminology used in inspectional work.

Part II BASIC ENGINEERING TRAINING

A. Radio

1. Fundamentals
   a. D.C. theory and circuit components
   b. A.C. theory and circuit components, power frequency, audio, H.F., U.H.F.
   c. Vacuum tube theory and components
   d. Symbolic notation

2. Basic Circuits
   a. Rotating machines; A.C. generators; winding generators
   b. Rectifiers
   c. Non-electronic audio and control systems
   d. Electronic audio amplifiers
   e. Audio oscillators
   f. R.F. oscillators
   g. R.F. amplifiers
   h. Detection
   i. Modulation
   j. Special electronic devices

3. Typical applied circuits
   a. Power circuits, rotating rectifier
   b. C.W. transmitter
   c. A.M. transmitter
   d. F.M. transmitter
   e. T.F.F. receivers
   f. Hetrodyne and superhetrodyne receivers
   g. Special receivers circuits, A.V.C., noise suppression
   h. F.M. receivers
   i. Television transmission and reception
   j. R.F. test instruments
   k. Photocell and oscilloscopic test instruments

4. Materials
   a. Materials useful for physical reasons:
      (1) Metals
      (2) Wood
      (3) Leather
      (4) Cloth
      (5) Ceramics
      (6) Plastics

   b. Materials useful for electrical reasons:
      (1) Conductors
      (2) Insulators

   c. Finishes

5. List of Equipment Used for Radio Training
   a. Basic Materials. (These should be available in quantities and varieties as needed.)

Power supplies (110 V)	Wire	Keys
Batteries	Test Leads	Microphones
Hi voltage, D.C., O.A.C.	Jacks	Headsets
Transformers	Plugs	Thermometers
Switches	Sockets	Fuses

b. Basic Radio Equipment
   (1) Small transmitters, 0 to 25 watts
   (2) Receivers, 100 KC to 20 MC
   (3) Receivers and transmitters, 20 MC and up
   (4) F. M. receivers and transmitters
   (5) Audio systems: microphones, receivers, control circuits, amplifiers, recording equipment
   (6) Special electronic non-comm equipment, rectifiers, photocell
   (7) Test equipment: electronic, frequency meters, oscilloscopes
   (8) Test equipment: non-electronic, meters, tube testers
   (9) Vacuum tubes
   (10) Power generators: dynamotors, generators, batteries
   (11) Components: resistors, capacitors, inductors, crystals
   (12) Non-electrical equipment: bags, cases, antennae, insulators, etc.

c. Circuit Elements - (These are to be used for building up typical test circuits, as well as for study as components to be inspected.)
   (1) Resistors: Low, med, hi, fixed, variable, decade
   (2) Capacitors: 1 lo, 1 hi decade; ass't fixed
   (3) Inductors: 1 lo variometer, various types of transformers; r.f. coils with and without cores
   (4) Meters, D.C., A.F., R.F.; hi and lo range; all types
   (5) Tubes, typical samples and simple types for circuits
   (6) Crystals

d. Test equipment - To be used partly for laboratory work in illustrating theory and partly as typical inspection test equipment.
   (1) Screened room
   (2) Test set
   (3) Wheatstone bridge
   (4) 1 kc impedance bridge
   (5) rf impedance bridge
   (6) Tube tester (preferable not a serviceman's type)
   (7) V.T. Voltmeter
   (8) Output meter
   (9) Oscillograph
   (10) Audio oscillator
   (11) Audio amplifiers
   (12) Signal generator
   (13) Microvolter
   (14) Frequency meter
   (15) Secondard frequency standard

B. Telephone

1. Theory of Electricity as Applied to Telephone Work
   a. The theory should include all subject matter usually outlined in a good text book on the principles of electricity as applied to telephone and telegraph work.

2. Telephone Switchboards
   a. Theory and operations of magneto and common battery switchboards, both central office and P.B.X. circuit reading, testing and clearing of trouble.
   b. Long line and toll line to be discussed in general terms.
   c. Brief discussion of automatic switching equipment.
   d. The automatic dialing equipment and its purpose and operation.

3. Main Frames
   a. Their purpose and protecting equipment. The intermediate distributing frame. Its purpose.

4. Central Officer Power Equipment
   a. The central office common battery - its purpose and operation, construction, various methods of charging (generators, rectifiers, gas engines, control charging panel).
   b. Ringing machines, interrupters
   c. Busy signal - how produced, purpose
   d. Trouble tone- how produced, purpose
   e. Howler - how produced, purpose
   f. Fuse panels
      (1) Purpose, operation construction

5. Subscribers Station Equipment
   a. The hand-set and sub-set
   b. The desk stand and sub-set
   c. Fuse and carbon protection equipment
   d. Wiring of sub-set to protector equipment. Safety methods employed in cross-over of electric wires and through partitions by such connection.

6. Local Battery (and Generator) sets
   a. Types of equipment used
   b. Installation and maintenance problems

7. Wire Chief's Test Set
   a. Its purpose and operation
   b. Reading:
      (1) Crosses
      (2) Ground
      (3) Shorts
      (4) Reverse battery
      (5) Open
      (6) Condenser kicks from sub-station
      (7) Leakage due to dampness
      (8) Receiver "off" hook

8. Outside Distributing System
   a. Underground cable system compared to open wire construction.
   b. Types of lead cable; aerial, underground, submarine, subterranean with description of each.
   c. Electrical protection equipment used between underground and serial open wire lines (Pole protecting equipment, fuses, carbon and copper blocks)
   d. Pot-heads, cable terminals, manholes, cable racks, duct systems, discuss cable splicing.

9. Open Wire Lines
   a. Types of wire, copper, galvanized, steel, size used.
   b. Pole line protection
   c. Pole line equipment, consisting of: poles, cross-arms, braces, insulators, brackets, guy rods, messenger strands, cable hangers, Material from which fabricated.

10. Testing Equipment
   a. Instruction in operation of resistance bridges
   b. Equipment for locating faults in underground cables
   c. Student to be instructed in approved practice of:
      (1) Soldering
      (2) Treatment of local cables to protect insulations against fraying switchboard dampness, mechanical damage, forming.
      (3) Marking of component equipment.
      (4) Key, relay, and other adjustments
      (5) Current flow values for relay adjustments
      (6) Cable color code

   Note: It is recommended that the student upon completion of the above course be given an opportunity to visit local telephone exchanges.

11. List of Equipment for Telephone Training
   a. Common battery telephone switchboard complete
   b. Portable magneto switchboard
   c. Switchboard
   d. Wire Chief's test set
   e. Head-sets
   f. Field telephones
   g. Magneto generator ringing machines
   h. Interrupter
   i. Subscribers common battery telephone and ringer set
   j. Subscribers local battery telephone and ringer set
   k. Main frame, multiple line, heat coil and carbon protector, complete with heat coils and carbons.
   l. Headphone receiver equipped with cord, pick and clip.
   m. Telegraph sounders
   n. Telegraph keys with closing switch
   o. Buzzerphone
   p. Sub-station protector
   q. Other telephones as required
   r. Generators as required
   s. Head and chest set
   t. Terminal box
   u. Capacity bridge with headset
   v. Various voltmeters, ammeters, ohmmeters, bridges, etc.

C. Wire and Cable

The following outline lists three of the common types of wires and cables, the various tests to be performed on them, and also the various electrical apparatus, instruments and measuring devices used to perform the tests. The following outline for a specialized study course for trainees in the use and handling of

the test apparatus, correct reading and interpretation of specifications, together with a little history of wire and cable development, is designed to give the new inspector a general understanding of his duties to the extent that he could perform adequate inspection under proper supervision.

1. Field Wire:

a. Description: twisted pair; stranded conductor (usually 7 strands) which may contain zinc coated steel strands, tinned or amaloy coated copper strands, or various combinations of both in one conductor; insulated with rubber, latex, or other plastic or synthetic compounds; and braid with cotton saturated in an asphalt base compound (optional).

b. Usage: A general communication wire (telephone and telegraph) used in the field either suspended from poles or trees or laid on the ground.

c. Tests:
(1) Steel strand
(a) Zinc stripping test to determine weight of coating in accordance with ASTM Standard A90-39
(b) Uniformity of zinc coating in accordance with ASTM Standard A191-39 (Preece Test)
(c) Diameter check (usual strand about 10 mils)

(2) Copper strand
(a) Strip test to determine continuity, uniformity, and thickness of coating.
(b) Mechanical test for adhesion.
(c) Diameter check (usual strand about 10 mils)

(3) Stranded conductor
(a) Number of strands
(b) Lay of strand
type of lay
length of lay
direction of lay
(c) Tensile strength

(4) Rubber or insulation compound tests
(a) Tensile and modulus
(b) Compression
(c) Elongation
(d) Set
(e) Aging
(f) Wall thickness
(g) Outside diameter
(h) Adhesion to conductor
(i) Moisture absorbtion (by capacity measurements)

(5) Saturant tests
   (a) Softening point in accordance with ASTM Specification D36-26
   (b) Penetration in accordance with ASTM Specification D5-25
   (c) Loss of weight on heating in accordance with ASTM Specification D6-39R
   (d) Retest after loss on heating

(6) Finishing compound tests
   (a) Melting point in accordance with ASTM Specification D36-26
   (b) Penetration in accordance with ASTM Specification D5-25
   (c) Loss of weight on heating in accordance with ASTM Specification D6-39T

(7) Finished conductor tests
   (a) Dielectric strength
   (b) Insulation resistance
   (c) Conductor resistance
   (d) Stick test
   (e) Drip test
   (f) Bend test
   (g) Length of lay of twisted pair
   (h) Weight check
   (i) Floor measurement

d. Test apparatus and measuring devices
   (1) Capacity bridge (1000 cycles A.C.)
   (2) Galvanometer test - set for measuring insulation resistance
   (3) High voltage test set (1000 v - 5 kw)
   (4) Scott tensile testing machine
   (5) Scott compression testing machine
   (6) Micrometer microscopes
   (7) Pin gage
   (8) Pickometer
   (9) Wheatstone bridge
   (10) Micrometer (one flat and one ball surface)
   (11) Chemist's balance
   (12) Penetrometer
   (13) Ring and ball apparatus
   (14) Oxygen bomb

Note:

e. An elementary knowledge of the principles of alternating and direct current electricity and some rubber chemistry, along with an understanding of the uses of the test apparatus and measuring devices, would enable an employee satisfactorily to perform inspection of field wire under supervision. Since the testing of field wire, is, in general, the same as for most rubber insulated wires and cables, a good ground work on this type of wire lays the proper foundation for the inspection of any rubber covered cable.

2. Single Conductor Submarine Cable

a. Description: A stranded copper conductor, rubber insulated with a serving of rubber friction tape inclosed in a rubber sheath and having a layer of galvanized steel armor wire. It may or may not have a 60% outer rubber jacket.

b. Usage: For transmission of power under water

c. Tests performed on the cable
(1) Copper wire (individual strand)
(a) Measurement of diameter
(b) D.C. resistance
(c) Elongation
(d) Tinning Test
(e) Mechanical adhesion test of tin coating
(2) Rubber tests
(a) Measurements of outside diameter
(b) Minimum and average wall thickness
(c) Tensile and modulus
(d) Elongation
(e) Compresses oxygen aging (oxygen bomb)
(f) Air oven aging (Greer test)
(g) Corrosion
(h) Mechanical water absorption
(i) Electrical water absorption (capacity and power factory)
(j) Measurement of rubber tape

(3) Plain insulated and finished conductor tests
(a) Lay of conductor and armor wires
(b) Potention (7000 v. - 25 to 100 v)
(c) Insulation resistance
(d) Capacity between conductor and ground (in water)
(e) D. C. resistance of conductor
(f) Adhesion of rubber jacket to armor

(4) Galvanized steel armor tests
(a) Zinc stripping
(b) Uniformity (Preece test)
(c) Tensile
(d) Elongation
(e) Twist
(f) Adhesion or galvanizing

d. Test Apparatus and Measuring Devices
(1) Capacity bridge (1000 cycles A.C.)
(2) Galvanometer test set for measuring insulation resistance
(3) High voltage test set (7000 V.)
(4) Scott tensile testing machine
(5) Olsen horizontal testing machine
(6) Pickometer
(7) Wheatstone bridge
(8) Kelvin bridge
(9) Micrometer
(10) Chemists balance scale
(11) Oxygen bomb
(12) Air oven
(13) Scott twisting machine

e. Familiarity with the test apparatus and a little knowledge of rubber chemistry would provide the inspector with sufficient background to perform or witness any test required on this cable under proper supervision.

3. Lead Covered, Paper or Pulp Insulated and Armored Telephone Cables

a. Description: A cable consisting of from 11 pairs to 1212 pairs of paper or pulp insulated wires inclosed in a closely fitted cylindrical lead sheath. Armored cable will have in addition a layer of impregnated paper, a serving of impregnated jute yarn and armored with galvanized steel wire or tape covered with another layer of impregnated jute yarn.

b. Usage: For telephone communication in all permanent installations.

c. Tests performed on cable.
(1) Conductor resistance
(2) Dielectric strength
(3) Insulation resistance
(4) Mutual capacitance
(5) Continuity
(6) Gas pressure
(7) Thickness of lead sheath
(8) Tensile strength and resistance of factory joints or splices
(9) Tape armor or wire armor measurements
(10) Paper tape measurements
(11) Tensity

d. Test apparatus and measuring devices
(1) Wheatstone bridge
(2) High voltage test set (1000 V.-60)
(3) Galvanometer hook-up for measuring insulation resistance
(4) Capacity bridge for measuring mutual capacitance
(5) Battery buzzer device for continuity check
(6) Special micrometer for curved surfaces
(7) Scott tensile wire tester

e. Note:
In general, although a wide range of different types of paper insulated telephone cable under various specifications are purchased, the tests outlined above are usually common to them all. A little knowledge of simple telephone circuits and an understanding of the installation of such cable together with familiarity in the use of the measuring and test devices will be sufficient for inspection of general type telephone cable under supervision of a chief inspector.

f. Addenda: Quadded cable and quadded circuits

Quadded telephone cable must also be tested for capacitance unbalance, using a capacity unbalance bridge with a 900 cycle alternating current. Measurements will be made to determine capacitance unbalance current.

(a) Phantom to side
(b) Side to side
(c) Phantom to phantom
Phantom to pair
Pair to pair

An elementary knowledge of quadded circuits in telephone cable would be highly useful to the inspector in evaluating properly results of tests.

Agent: M. K. Anderson — April 1942
Sample of type of manual being developed for In-Service Training at Signal Depot.

PHILADELPHIA SIGNAL DEPOT

MILITARY CORRESPONDENCE MANUAL for ADMINISTRATION DIVISION

CIVILIAN TRAINING
IN-SERVICE SECTION

PHILADELPHIA SIGNAL DEPOT

Military Correspondence

Procedure to be followed in the
ADMINISTRATION DIVISION

Prepared in the
CIVILIAN TRAINING SECTION
-by-
George Murraine Cohen
Civilian Training Instructor

Approved:

F. E. ELDREDGE
Lt Col, Sig C
Executive Officer

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GENERAL

Files

The three principal files to be kept in the Sections of the Administration Division are:

a. The General File, in which are filed the communications received and copies of the communications written.

b. The Daily File, in which copies of correspondence are filed daily, in chronological order.

c. The Suspense File, which has provision for every day of the month. It serves to direct attention to communications concerning which further action may be necessary.

TYPES OF CORRESPONDENCE

General

This Division is concerned primarily with three types of correspondence dealing with:

a. Military or Official communications;
b. Non-Military or commercial communications;
c. Memoranda.

Official correspondence

Official communications are divided into two principal categories:

a. Intra-Depot Communications (memoranda within the Depot).

b. Inter-War Department Communications (outside of the Depot).

Intra-Depot correspondence

Intra-Depot correspondence is used for communicating between the respective Sections and Divisions of this Depot.

Inter-War Department Correspondence

Inter-War Department communications are used in communicating between this Depot and other offices of the War Department. The letterhead for such correspondence contains the words "Subject" and "To".

Non-Military correspondence

Non-Military or commercial correspondence is used to correspond with outsiders directly.

STATIONERY.

Size & Margins

The size of stationery used for all correspondence is 8"x10½", and unused margins of not less than the following widths will be left in each communication:

a. Top:

1. First page, 1".
2. Second and succeeding pages, 1½".

b. Left, ½".
c. Right, ½".
d. Bottom, 1".

Numbering of pages

The page numbers will be at the bottom of the page, midway about one-half inch from the bottom and centered as follows: -1-

Two types of stationery

There are available, for use, two types of stationery, which may be referred to as "Commercial" and "Official". On the commercial stationery is imprinted merely the letterhead, while the official stationery has the words "Subject" and "To" in addition to the letterhead.

Intra-Depot correspondence

In Intra-Depot correspondence, the commercial letterhead is used for all memoranda sent to any Section of the Depot (i.e., the letterhead without the words "Subject" and "To"). In lieu thereof, however, there will be typed the words: MEMORANDUM TO:

Inter-War Department Correspondence

Inter-War Department communications (outside of the Depot), require official letterheads (the letterhead containing the words "Subject" and "To") unless an informal memorandum is to be transmitted.

THRU: The contraction or abbreviation "THRU" is used when it is necessary to notify or inform higher or intermediate authority of action contemplated, or to receive sanction therefor. (This contraction is used when it is necessary to communicate with a Section by going through the Division having control thereof).

SIGNATURES

Communications signed by Col Eldredge: All communications to be signed by Col F. E. Eldredge shall be in accordance with the following illustrations.

a. When the communication pertains to a Depot matter and is on the Depot letterhead:

For the Commanding Officer,

F. E. ELDREDGE
Lt Col, Sig C
Executive Officer

b. When the communication pertains to a District matter and is on the District letterhead:

For the Officer in Charge,

F. E. ELDREDGE
Lt Col, Sig C
Executive Officer

Communications signed by a Section Officer: All communications to be signed by Section Officers shall be in accordance with the following illustration:

N. C. HALE
Captain, Sig C
Civilian Training Officer

INTRA-DEPOT CORRESPONDENCE PREPARED FOR SIGNATURE BY AN OFFICER OF A SECTION.

Procedure

In connection with Intra-Depot correspondence prepared for signature by an Officer of a Section, the following procedure shall be used:

1. The commercial letterhead shall be used with the words MEMORANDUM TO typed in.
2. Closed form of punctuation shall be used for the address.
3. Letter shall be single spaced.
4. Paragraphs shall be numbered, if more than one paragraph.
5. Copies:
   a. 1 original.
   b. 1 white copy to accompany the original.
   c. 1 yellow copy for the general file.
   d. 1 yellow copy for the suspense file.
   e. 1 blue copy for the daily file.

(The suspense copy is to be made only if necessary).

THE ORIGINAL AND WHITE COPY ARE SENT OUT TOGETHER, AND MUST BE ATTACHED TO EACH OTHER BY A PAPER CLIP.

INTER-WAR DEPARTMENT COMMUNICATIONS.

Procedure

In connection with Inter-War Department Communications prepared in this Division for signature by an Officer, the following procedure shall be used:

1. The "Subject" letterhead shall be used.
2. Closed form of punctuation shall be used for the address.
3. Letters shall be single spaced.
4. Paragraphs shall be numbered, if more than one paragraph.

5. Copies:

a. 1 original.
b. 1 white copy to go with the original.
c. 1 yellow copy for the general file.
d. 1 yellow copy for the suspense file.
e. 1 blue copy for the daily file.

(The suspense copy is to be made only if necessary).

Copies: Order of Annexation

1. Directly underneath the original shall be the white copy, attached with a paper clip.

2. Underneath the white copy and extending about 1" to the right, shall be, in respective order, the yellow and blue copies held in position with a second paper clip. (The reason for having the copies extend 1" is to enable the Officer in Charge to initial the first yellow copy in the center of the said 1" margin. The last name of the individual who dictated the letter (spelled out) together with the initials of the stenographer who transcribed it, shall appear on the top of the said 1" margin on all copies EXCEPT the white copy and the original).

Presentation of letters

LETTERS SHALL BE PRESENTED TO THE PERSON WHO DICTATED THEM, WITH ALL COPIES ATTACHED.

Reasons for copies

Taking the copies in order, the purposes therefor are as follows:

1. The white copy is forwarded with the original communication.

2. One yellow copy, initialled by the dictator of the letter, is filed in the general file.

3. One yellow copy shall be placed in a suspense file until an answer is received, if one is expected, or for such other action as may be necessary, and when it has served its purpose, it may be discarded.

4. One blue copy for the daily file.

Note — If an extra copy is desired by the individual who prepared or dictated the letter, an extra yellow copy may be made.

MEMORANDA WITHIN A SECTION

Governed by Section — In connection with memoranda from one individual to another, within a Section, the procedure shall be governed by the requirements of said section.

NON-MILITARY LETTERS

Procedure — In connection with Non-Military letters, the following procedure shall be adopted:

1. The Commercial letterhead shall be used.
2. The closed form of punctuation shall be used.
3. Approved business standards of letter placement shall be adopted.
4. Letters shall be single spaced.
5. Paragraphs will not be numbered.
6. Copies:
   a. 1 original.
   b. 1 yellow copy for suspense file.
   c. 1 yellow copy for the general office file.
   d. 1 blue copy for the daily file.

(The suspense copy is to be made only if necessary)

DUPLICATE, ETC. COPIES

Additional copies to other people — Where additional copies of communications are requested in order to be forwarded by mail to other individuals, such copies shall be made on the thin white or onion skin paper.

INDORSEMENTS

Procedure — An indorsement shall be started immediately after the signature legend on the basic letter (approximately ½" below) if space is available. If there is no room for such indorsement on the basic letter, the

indorsement shall be written on a separate sheet of white bond paper.

The following procedure shall be used:

1. The signature shall appear as on official correspondence.

2. Contents shall be single spaced.

3. If more than one paragraph is necessary the paragraphs shall be numbered.

4. Copies:

   a. If a separate sheet is necessary, there shall be:

      1. 1 white original.
      2. 1 white copy, which is forwarded with the indorsement.
      3. 1 yellow copy for the general file.
      4. 1 yellow copy for the suspense file.
      5. 1 blue copy for the daily file.

(The suspense copy is to be made only if necessary)

Note: If the indorsement can be typed on the basic letter, then the white copy forwarded with the basic communication is retained for the general file after the indorsement has been typed thereon. The basic letter is forwarded with a new white copy containing the indorsement.

Memo Ind. — If the basic letter is a memorandum, the indorsement is referred to as a "Memo Indorsement".

INCLOSURES.

Number — The number of inclosures shall be indicated on letters, together with descriptions thereof. Each inclosure must be noted as such, by means of a pencil notation on the lower left hand corner.

ARRANGEMENT OF PAPERS FOR TRANSMISSION.

Letters

Where a basic letter is written, the arrangement of the papers shall be as follows:

1. Original basic letter.
2. White tissue.
3. Inclosures in numerical order.
4. File copies.

Indorsements

Insofar as indorsements are concerned, the following arrangement shall be used:

1. Last indorsement shall be on top.
2. White copy of the last indorsement.
3. Basic letter.
4. Indorsements in numerical order.
5. Inclosures in numerical order.
6. File copies.

Note

The papers shall be clipped together and attached as heretofore set forth.

ILLUSTRATION OF INTRA-DEPOT CORRESPONDENCE.

U. S. ARMY
PHILADELPHIA SIGNAL DEPOT
WISSAHICKON AND ABBOTTSFORD AVENUES
PHILADELPHIA, PENNSYLVANIA

REFER REPLY TO:
353 C. T.

ADDRESS ALL COMMUNICATIONS
COMMANDING OFFICER

March 26, 1942

MEMORANDUM TO: Personnel Officer, Personnel Section.

1.

2.

3.

4.

N. C. HALE
Captain, Sig C
Civilian Training Officer

(Copies:

a. Original,
b. White copy to be sent with original,
c. 1 yellow copy for the general file,
d. 1 yellow copy for the suspense file,
e. 1 blue copy for the daily file.

The foregoing copies are required. Other copies, however, may be made in addition thereto, if deemed desirable).

ILLUSTRATION OF OFFICIAL LETTER.
INTER-WAR DEPARTMENT COMMUNICATION.

U. S. ARMY
PHILADELPHIA SIGNAL DEPOT
WISSAHICKON AND ABBOTTSFORD AVENUES
PHILADELPHIA, PENNSYLVANIA

REFER REPLY TO:
353 C. T.

ADDRESS ALL COMMUNICATIONS
COMMANDING OFFICER

March 26, 1942

Subject: Books for Civilian Training.

To: Chief Signal Officer, Washington, D. C.

1.

2.

3.

For the Commanding Officer,

F. E. ELDREDGE
Lt Col, Sig C
Executive Officer

2 Incls-
Incl 1- Order for Text and Reference Books,
Incl 2- Order for Periodicals.

(Copies:
a. Original,
b. White copy to be sent with original,
c. 1 yellow copy for the general file,
d. 1 yellow copy for the suspense file,
e. 1 blue copy for the daily file.

The foregoing copies are required. Other copies, however, may be made in addition thereto, if deemed desirable).

OFFICIAL CORRESPONDENCE BETWEEN
SECTIONS CONTROLLED BY DIFFERENT
DIVISIONS

U. S. ARMY

PHILADELPHIA SIGNAL DEPOT

WISSAHICKON AND ABBOTTSFORD AVENUES

PHILADELPHIA, PENNSYLVANIA

REFER REPLY TO:

353 C. T.

ADDRESS ALL COMMUNICATIONS
COMMANDING OFFICER

March 26, 1942

MEMORANDUM TO: Signal Supply Officer,
THRU: Executive Officer.

1.

2.

3.

N. C. HALE
Captain, Sig C
Civilian Training Officer

(Copies:

a. 1 original.
b. 1 white copy to accompany the original.
c. 1 yellow copy for the general file.
d. 1 yellow copy for the suspense file.
e. 1 blue copy for the daily file).

ILLUSTRATION OF MEMO IND.

201-Jones, Charles R., Jr.
(2/8/42) 1st Memo Ind.

Civilian Training Section, Phila. Signal Depot, Phila, Pa. March 11, 1942
TO: Personnel Officer, Personnel Section,
THRU: Executive Officer.

1.

2.

N. C. HALE
Captain, Sig C
Civilian Training Officer

(Copies:

1. 1 white original (or basic letter).
2. 1 white copy, which is forwarded with the indorsement.
3. 1 yellow copy for the general file.
4. 1 yellow copy for the suspense file, if necessary.
5. 1 blue copy for the daily file).

ILLUSTRATION OF INDORSEMENT.

201-Kleinfeld, Carl
(2/24/42) 2nd Ind.

Philadelphia S.C.P.D., 5000 Wissahickon Ave., Phila., Pa., March 8, 1942
TO: Chief Signal Officer, Washington, D. C.

1.

2.

For the Officer in Charge,

F. E. ELDREDGE
Lt Col, Sig C
Executive Officer

("S.C.P.D." means Signal Corps Procurement District).

(Copies:

1. 1 white original (or basic letter).
2. 1 white copy, which is forwarded with the indorsement.
3. 1 yellow copy for the general file.
4. 1 yellow copy for the suspense file. if necessary.
5. 1 blue copy for the daily file).

U. S. ARMY
PHILADELPHIA SIGNAL CORPS PROCUREMENT DISTRICT

IN REPLY REFER TO:

(No.)

WISSAHICKON AND ABBOTTSFORD AVENUES
PHILADELPHIA, PA.

ADDRESS ALL COMMUNICATIONS
OFFICER IN CHARGE

March 25, 1942

MEMORANDUM TO: Officer in Charge, Procurement Division,
THRU: Executive Officer.

1.

2.

3.

4.

ROBERT C. COBLENTZ
Captain, Sig C
Transportation Officer

Copies:

1. Original.
2. 1 white copy to be sent with original.
3. 1 yellow copy for the general file.
4. 1 yellow copy for the suspense file.
5. 1 blue copy for the daily file).

U. S. ARMY
PHILADELPHIA SIGNAL CORPS PROCUREMENT DISTRICT

IN REPLY REFER TO:
(No.)

WISSAHICKON AND ABBOTTSFORD AVENUES
PHILADELPHIA, PA.

ADDRESS ALL COMMUNICATIONS
OFFICER IN CHARGE

March 25, 1942

SUBJECT: Publications.

TO: Chief Signal Officer, Washington, D. C.

1.

2.

3.

For the Officer in Charge,

F. E. ELDREDGE
Lt Col, Sig C
Executive Officer

(Copies:

1. Original,
2. 1 white copy to be sent with original,
3. 1 yellow copy for the general file,
4. 1 yellow copy for the suspense file,
5. 1 blue copy for the daily file).

used by Signal Corps.

UNITED STATES CIVIL SERVICE EXAMINATION No. 3-84
(Assembled)

Annouuncement of Open Competitive Examination for
UNDER ENGINEERING AID
(For filling the positions of Under Engineering Aid, $1260 a year, and Junior Engineering Aid, $1440 a year)
(Less deduction of 3½ percent for retirement annuity)

Mainly men file under this

NOTE: Under the terms of Executive Order No. 8760, issued 5/27/41, persons now employed in the civilian executive branch of the Federal Government or who within 3 months of the date of receipt of applications were so employed, cannot be examined or certified for appointment, unless they secure the assent of the Federal agency in which employed, signed by an appropriate official of the employing agency. Preferably such assent should be submitted at the time of filing application, but if not available then, the applicant may be examined conditionally and the assent may be furnished later. The papers of such employees will not be rated or their names certified until they submit to the Manager, Third U. S. Civil Service District, the assent of their agency.
THE PARAGRAPH IMMEDIATELY ABOVE DOES NOT APPLY TO TEMPORARY EMPLOYEES.

TIME FOR FILING APPLICATIONS: Applications may be filed until further notice. Qualified applicants are urged to file immediately since the written examination may be held as soon as possible after the receipt of their applications, in accordance with the needs of the service.

PLACE OF EMPLOYMENT: Various Federal agencies in the City of Philadelphia, Pennsylvania and vicinity.

This examination is announced for filling vacancies in the positions named above. Vacancies in these positions and future vacancies in the same or related positions in the same locality, requiring similar qualifications, and at approximately the same rate of pay, will be filled as a result of this examination. If found in the interest of the service, however, any position may be filled by reinstatement, transfer, or promotion.

Various types of positions (other than Engineering Aid) such as those listed below may also be filled from the registers established as a result of this examination: Laboratory Helper (Junior and Minor Grades); Proof Technician (Junior and Under Grades); Laboratory Mechanic (Under Grade).

FORMS TO BE FILED: Application Form 8 properly executed, excluding the officer's Certificate of Residence; and Supplemental Form 3D-37; Form 14 (blue) is also required if veteran preference is claimed.

Caution--Applicants should be careful to furnish all required information requested in the examination announcement and to answer all questions in the application form. Failure to do so may result in loss of opportunity to be considered for appointment when the register of eligibles is established.

WHERE TO OBTAIN APPLICATION: From the Secretary, Board of U. S. Civil Service Examiners, at first- and second-class post offices in the vicinity of Philadelphia, Pennsylvania; or the Manager, Third U. S. Civil Service District, Customhouse, Philadelphia, Pennsylvania. (Do not apply at the Philadelphia Post Office)

PLACE OF FILING APPLICATION: The Manager, Third U. S. Civil Service District, Customhouse, Philadelphia, Pennsylvania.

PLACE OF EXAMINATION: The written examination will be held at Philadelphia, Pennsylvania.

DUTIES OF POSITIONS: Under professional guidance, to perform subprofessional engineering work such as assisting in surveys, the plotting of survey notes, the setting up and care of laboratory apparatus, the making of engineering tests and experiments, and related work as assigned.

REQUIREMENTS

NOTE: It is useless to file application if you do not meet the following requirements:

QUALIFICATIONS NECESSARY: Except for the substitution provided for below, applicants must show that they have successfully completed a full 4-year high school course or 14 units of high school study.

(over)

QUALIFICATIONS NECESSARY: (continued)

Substitution of experience for the required high school education--In lieu of each year of the prescribed high school course, applicants may substitute six months of engineering experience in the field, laboratory, office, or shop.

Nonqualifying Experience--The following types of experience will not be considered as qualifying:

(a) Experience of which the greater part is drafting;
(b) Experience in the skilled trades;
(c) Experience as operator of machinery or other equipment;
(d) Experience as a clerk in an engineering office;
(e) Similar types of experience.

BASIS OF RATINGS: Competitors will be rated on the subject of a general test on a scale of 100. (See sample questions at the end of this announcement) This general test will consist of questions designed to measure the applicants' aptitude for learning and adjusting to duties in the service.

RATINGS REQUIRED: In this general test nonpreference competitors must attain a rating of at least 70, competitors granted military preference a rating of at least 65, excluding preference credit, and competitors granted 10-point preference a rating of at least 60, excluding preference credit.

TIME REQUIRED: About 2 hours will be required for this examination.

AGE LIMITS: Applicants must not have passed their 35th birthday on the date of receipt of applications. The age limit does not apply to persons granted military preference because of military or naval service, except that such applicants must not have reached the retirement age.

PHYSICAL ABILITY: General Requirements--Applicants, at the time of appointment must be in sound physical health and capable of performing arduous duty. Hernia (whether or not supported by truss), organic heart disease (whether or not compensated) or other diseases or physical defects sufficient to impair efficiency, to endanger fellow employees, or to constitute an undue retirement hazard, will disqualify for appointment. Persons having remediable defects or curable diseases, and who are otherwise qualified, will be admitted to examination, but must submit proof during the life of the eligible register that such defects or diseases have been remedied or cured before they may be considered for appointment.

Vision--Vision must be at least 20/30 (Snellen) in one eye, and 20/100 (Snellen) in the other, glasses permitted, and at least 20/200 (Snellen) in each eye, without glasses; except that persons whose vision with glasses meets the requirement named above, but whose vision without glasses is less than 20/200 (Snellen) in either eye will be suspended, and they will not be eligible for appointment until satisfactory evidence has been presented to the Commission showing that there is no disease or defect of the eye other than an error of refraction.

Hearing--Ordinary conversation must be heard and understood at a distance of at least 15 feet with one ear.

Important Notice--If, in the judgment of the Commission, the duties of particular positions which may be filled from this examination necessitate higher physical requirements than those specified above, persons not meeting such higher requirements may be disqualified for appointment to the positions in question, but their standing on the register, and eligibility for other positions, will not be affected thereby.

A rigid physical examination will be made by a Federal medical officer or other duly licensed doctor of medicine before appointment. Persons who are offered appointment must pay their own expenses in reporting for duty. If, upon reporting at the place of assignment they are found ineligible because of physical defects, they cannot be probationally appointed and no part of their expenses in returning home can be borne by the Government.

CITIZENSHIP: Applicants must be citizens of the United States on the date of receipt of applications. Foreign-born applicants who meet the citizenship requirement must furnish proof of United States citizenship before they will be eligible for appointment under civil service rules.

(continued)

VETERAN PREFERENCE: Applicants who wish to claim veteran preference must file in addition to Application Form 8 and the supplemental form, Preference Form 14 (blue) properly executed and accompanied by the documentary proof required therein. Failure to submit such evidence promptly may result in loss of opportunity to be considered for appointment.

PROOF OF EDUCATION: Applicants may be required to present to the Commission proof of completion of the educational courses claimed. Proof will be requested by the Commission, if required.

CERTIFICATION OF ELIGIBLES TO APPOINTING OFFICER: In filling vacancies, certification will be made of eligibles who reside at the place or in the vicinity of the place of employment. Other eligibles will be considered for appointment only in the absence of sufficient local eligibles.

If immediate appointment is necessary to meet the needs of the National Defense Program, the Commission may certify eligibles who are immediately available.

The department or office requesting certification of eligibles has the legal right to specify the sex desired.

FINGERPRINTS: Fingerprints will be taken of all persons competing in the written test at the time of the examination. They will be taken again of all persons appointed from this examination.

THE EXACT TITLE OF THE EXAMINATION, AS GIVEN AT THE HEAD OF THIS ANNOUNCEMENT SHOULD BE STATED IN THE APPLICATION FORM.

Issued: February 26, 1942

Form 3222
April 1940
(U. S. Civil Service Commission)

SAMPLES—GENERAL TEST

(B-Series)

Write the NUMBER of the BEST answer: (Write answers here)

1. PREVIOUS means most nearly (1)abandoned (2)timely (3)former (4)successive (5)younger ---- *3*
   "Former", numbered 3, means most nearly the same as "PREVIOUS", so "3" is written on the line at the right.
2. ENCOUNTER means most nearly (1)meet (2)recall (3)overcome (4)weaken (5)retreat ---- ----
3. Drinking fountains are used in public schools CHIEFLY because (1)they are convenient (2)the parents request them (3)they are inexpensive (4)they are sanitary (5)the children prefer them ---- *4*
   All five suggested answers may be reasons for using drinking fountains in public schools, but the CHIEF advantage to be gained by using them is found in the suggestion numbered 4, so "4" is written on the line at the right.
4. Wood is better than coal for starting a fire because wood (1)is tougher (2)is easily chopped (3)catches fire more easily (4)burns longer (5)is light ---- ----
5. The saying, "To know the road, ask of those who have traveled it", means most nearly (1)Know your destination before you start. (2)Seek counsel of experienced persons. (3)When in doubt, stop. (4)The traveled road is the easiest route. (5)If you would advance, profit by your past ---- *2*
   The statement numbered 2 means most nearly the same as "To know the road, ask of those who have traveled it", so "2" is written on the line at the right.
6. The saying, "One robin does not mean a summer", means most nearly (1)A single stroke fells not the tree. (2)Events have many interpretations. (3)Do not be convinced by a single sign. (4)Experience teaches us to judge carefully. (5)All signs fail in dry weather ---- ----

In each of the two following questions the first two words in capital letters go together in some way. Find how they are related. Then write a NUMBER to show which of the last five words goes with the third word in capital letters in the same way that the second word in capital letters goes with the first.

7. CROWD is to PERSONS as FLEET is to (1)guns (2)officers (3)navy (4)ships (5)expedition ---- *4*
   A crowd is made up of persons and a fleet is made up of ships. Therefore "4", the number before "ships", is written on the line at the right.
8. MONEY is to BANK as MERCHANDISE is to (1)customer (2)store (3)clerk (4)price (5)profit ---- ----

Read each paragraph and question and then write the answer. From the five suggestions for an answer, select the one statement which best answers the question and write the NUMBER of this statement on the line at the right.

9. [*Reading*] There is one type of advertising on which it is difficult to calculate the return. It is the radio program, offered by so many industries today. The chief return is goodwill, which industries consider valuable enough to warrant expenditures of vast sums of money.
   The paragraph states that radio advertising by industries (1)is more expensive than other advertising (2)has its chief value in creating goodwill (3)is used by all large industries (4)is of little value (5)is the most valuable form of advertising ---- *2*
   The paragraph does not state that radio advertising by industries is more expensive than other advertising, is used by all large industries, is of little value, or is the most valuable form of advertising. It does state that it has its chief value in creating goodwill. Therefore "2" is written on the line at the right.
10. [*Reading*] The application of the steam engine to the sawmill changed the whole lumber industry. Formerly the mills remained near the streams; now they follow the timber. Formerly the logs were floated downstream to their destination; now they are carried by the railroads.
    According to the paragraph, what besides the method of transportation has changed in the lumber industry? (1)Speed of cutting timber (2)location of market (3)type of timber sold (4)route of railroads (5)source of power ---- ----

Below are the answers to these sample questions. Compare your answers with these to be sure that you understand how to answer the questions. (The *answers* are in *italics*.)

1	*3*	4	*3*	7	*4*	10	*5*
2	*1*	5	*2*	8	*2*		
3	*4*	6	*3*	9	*2*		

U. S. GOVERNMENT PRINTING OFFICE 16—5661

Used by Signal Corps

UNITED STATES CIVIL SERVICE EXAMINATION

No. 3- 19
(Assembled)

- - - - - - - - -

RADIO MEN & WOMEN
SIX MONTHS' SPECIALIZED TRAINING
WITH PAY

This is an open state-wide examination & there are only 125 available on the register at present. All male.

Announcement of Open Competitive Examination for
TRAINEE REPAIRMAN, SIGNAL CORPS EQUIPMENT, $1440 A YEAR
(Less deduction of 3-1/2 percent for retirement annuity)

PROMOTION POSSIBILITIES

Upon successful completion of the training course of approximately six months' duration trainees will be eligible for assignment to positions of Junior Repairman, Signal Corps Equipment at $1620 a year. Subsequent advancement to positions of higher grades will be based upon individual efficiency and ability, and the occurrence of vacancies in such positions.

TIME FOR FILING APPLICATIONS: Applications may be filed until further notice, and certification of eligibiles will be made as the needs of the service require.

Applicants are urged to file immediately since the written examination will be held at intervals, as soon as possible after the receipt of applications in accordance with the needs of the service.

A second application will not be accepted from any applicant who has already attained eligibility as a result of this examination or from any applicant until that person has been notified of ineligibility in this examination.

PLACE OF EMPLOYMENT: Signal Corps, War Department, Philadelphia Supply Depot, PHILADELPHIA, PENNA. Middletown Air Depot, MIDDLETOWN, PENNA. and New Cumberland General Depot, NEW CUMBERLAND, PENNA.

This examination is announced for filling vacancies in the position named above. Vacancies in this position and future vacancies in the same or related positions in the same locality, requiring similar qualifications, and at approximately the same rate of pay, will be filled as a result of this examination. If found in the interest of the service, however, any position may be filled by reinstatement, transfer, or promotion.

PLACES OF EXAMINATION: The written examination will be held in the following cities:

Dover, Delaware	Dubois, Pa.	Kittanning, Pa.	Pottsville, Pa.	Uniontown, Pa.
Wilmington, Del.	Easton, Pa.	Lancaster, Pa.	Reading, Pa.	Warren, Pa.
Altoona, Pa.	Erie, Pa.	Oil City, Pa.	Scranton, Pa.	Wellsboro, Pa.
Bethlehem, Pa.	Harrisburg, Pa.	Philadelphia, Pa.	State College, Pa.	Wilkes Barre, Pa.
Chambersburg, Pa.	Johnstown, Pa.	Pittsburgh, Pa.	Sunbury, Pa.	Williamsport, Pa.
				York, Pa.

FORMS TO BE FILED: Application Form 8; Supplemental Form 3D-95; Form 14 (blue) is also required if veteran preference is claimed.

WHERE TO OBTAIN APPLICATION: From the Secretary, Board of U. S. Civil Service Examiners, at first- and second-class post offices in the States of Pennsylvania and Delaware; or from the Manager, Third U. S. Civil Service District, Customhouse, Philadelphia, Pennsylvania.

PLACE OF FILING APPLICATION: The Manager, Third U. S. Civil Service District, Customhouse, Philadelphia, Pennsylvania.

DUTIES OF POSITION: As employees of the Signal Corps, to receive advanced instruction 8 hours a day in the fundamentals of overhaul, maintenance, repair, and inspection of miscellaneous Signal Corps Equipment, including radio, telephone and telegraph, power and light equipment. This training will include disassembly, overhaul, reassembly, and test of Signal Corps instruments, assemblies, and sub-assemblies and related tasks as assigned. These classes may be held in the evening. Employees will not be permitted to hold any other position during this training period.

REQUIREMENTS

NOTE: It is useless to file application if you do not meet the following requirements:

QUALIFICATIONS NECESSARY: Applicants must show that within the 10 years immediately preceding the date of receipt of applications, they have had the education or experience specified in any one of the following:

(a) The possession of a license to operate an amatuer radio station (or any radio operator's license of higher grade) for at least two consecutive years provided the operator has built his own receiver and transmitter, or has built such equipment for others;

(b) At least six months of full time paid experience in some branch of technical radio work, or related electronic work, such as radio electrician, radio mechanic, radio engineer, etc.

(c) The successful completion of at least two scholastic years of an electrical, telephone, or radio repairman course in a vocational or industrial senior high school (tenth grade or higher);

(d) The successful completion of a 6-months' technical radio course of resident study in a radio school, including maintenance and repair of radio or related electronic equipment;

(e) The successful completion of one year of resident study in a school of engineering or technology of higher than secondary grade which has included courses in radio; or

(f) The successful completion of a United States sponsored Engineering Defense Training course in telephone or radio work, including maintenance and repair.

Applications will be accepted from students now in attendance in the courses described in (c), (d), (e), or (f) above, if otherwise qualified who show that they expect to complete the required course within two months of the date of receipt of applications. The names of such students who attain eligibility in this examination may be certified for appropriate vacancies when their ratings are reached on the register and, if selected, provisional appointment may be made, but they may not enter on duty until evidence of the successful completion of the required course is furnished. This evidence should be either an official statement from the institution attended, signed by a responsible official of that institution, or a statement by the eligible under oath showing the successful completion of the course required. Such statement should be submitted as soon as the course is completed to the Manager, Third U. S. Civil Service District, Customhouse, Philadelphia, Pennsylvania, unless provisional appointment has been made, in which case it should be sent directly to the department or agency making appointment.

- O V E R -

PROOF OF EDUCATION: Applicants may be required to present to the Commission proof of completion of the courses claimed. Proof will be requested by the Commission is required.

BASIS OF RATING: Competitors will be rated on the basis of a written aptitude test on a basis of 100. This test will consist of problems in spatial relations, arithmetic and simple mechanics.

RATING REQUIRED: Competitors not granted military preference must attain a rating of at least 70; competitors granted 5-point preference, a rating of at least 65, excluding preference credit; and competitors granted 10-point preference, a rating of at least 60, excluding preference credit.

STATEMENTS CONCERNING QUALIFICATIONS WILL BE VERIFIED BY THE COMMISSION; EXAGGERATION OR MISSTATEMENT WILL BE CAUSE FOR DIQUALIFICATION.

AGE LIMITS: Applicants must have reached their 16th birthday but must not have passed their 50th birthday on the date of receipt of applications. The maximum age limit does not apply to persons granted military preference because of military or naval service, except that such applicants must not have reached the retirement age.

PHYSICAL ABILITY: General Requirements--Applicants, at the time of appointment, must be in sound physical health and capable of performing arduous duty. Hernia (whether or not supported by truss), organic heart disease (whether or not compensated) or other diseases or physical defects sufficient to impair efficiency, to endanger fellow employees, or to constitute an undue retirement hazard will disqualify for appointment. Persons having remediable defects or curable diseases, and who are otherwise qualified, will be admitted to examination, but must submit proof during the life of the eligible register that such defects or diseases have been remedied or cured before they may be considered for appointment.

Applicants must be able to speak clearly and distinctly.

Vision--Vision must be at least 20/30 (Snellen) in one eye glasses permitted and at least 20/200 (Snellen) in that eye without glasses; except that persons whose vision with glasses meets the requirement named above, but whose vision without glasses is less than 20/200 (Snellen) in that eye will be suspended, and they will not be eligible for appointment until satisfactory evidence has been presented to the Commission showing that there is no disease or defect of the eye other than an error of refraction.

Hearing--Ordinary conversation must be heard and understood at a distance of at least 15 feet with one ear.

Important Notice--If, in the judgment of the Commission, the duties of particular positions which may be filled from this examination necessitate higher physical requirements than those specified above, persons not meeting such higher requirements may be disqualified for appointment to the positions in question but their standing on the register, and eligibility for other positions, will not be affected thereby.

A rigid physical examination will be made by a Federal medical officer, or other duly licensed doctor of medicine, before appointment. Persons who are offered appointment must pay their own expenses in reporting for duty. If, upon reporting at the place of assignment they are found ineligible because of physical defects, they cannot be probationally appointed and no part of their expenses in returning home can be borne by the Government.

CITIZENSHIP: Applicants must be citizens of the United States on the date of receipt of applications. Foreign-born applicants who meet the citizenship requirements must furnish proof of United States citizenship before they will be eligible for appointment under civil service rules.

VETERAN PREFERENCE: Applicants who wish to claim veteran preference must file, in addition to Application Form 8 and the Supplemental Form, Preference Form 14 (blue) properly executed and accompanied by the documentary proof required therein. Failure to submit such evidence promptly may result in loss of opportunity to be considered for appointment.

CERTIFICATION OF ELIGIBLES TO APPOINTING OFFICER: In filling vacancies, certification will be made of the highest eligibles who reside in the Third U. S. Civil Service District who have not expressed unwillingness to accept appointment where the vacancy exists.

FOR APPOINTMENT TO POSITIONS IN OCCUPATIONS WHICH HAVE BEEN CLASSED AS HAZARDOUS FOR THE EMPLOYMENT OF MINORS BY THE CHILDREN'S BUREAU, DEPARTMENT OF LABOR, ELIGIBLES MUST HAVE REACHED THEIR 18TH BIRTHDAY PRIOR TO ENTRANCE ON DUTY.

If immediate appointment is necessary to meet the needs of the National Defense Program, the Commission may certify eligibles who are immediately available.

The department of office requesting certification of eligibles has the legal right to specify the sex desired.

FINGERPRINTS: Fingerprints will be taken of all persons competing in the written test at the time of examination. They will be taken again of all persons appointed from this examination.

NOTE: Under the terms of Executive Order No. 8760, issued 5-27-41, persons now employed in the civilian executive branch of the Federal government or who within 3 months of the date of receipt of applications were so employed, cannot be examined or certified for appointment, unless they secure the assent of the Federal agency in which employed, signed by an appropriate official of the employing agency. Preferably such assent should be submitted at the time applicants are admitted to the written examination, but if not available then, the applicant may be examined conditionally and the assent may be furnished later. The papers of such employees will not be rated or their names certified until they submit to the Manager, Third U. S. Civil Service District, the assent of their agency.

THE PARAGRAPH IMMEDIATELY ABOVE DOES NOT APPLY TO TEMPOARY EMPLOYEES.

THE EXACT TITLE OF THE EXAMINATION AS GIVEN AT THE HEAD OF THIS ANNOUNCEMENT, SHOULD BE STATED IN THE APPLICATION FORM.

Issued: January 13, 1942

UNITED STATES CIVIL SERVICE COMMISSION

Suppl. Form
3D-98
January 1942

THIRD UNITED STATES CIVIL SERVICE DISTRICT

SUPPLEMENTAL FORM FOR TRAINEE-REPAIRMAN, SIGNAL CORPS EQUIPMENT

Fill this form out in detail. Your opportunity to take the assembled examination will be determined largely by the information you furnish in this form, subject to verification by the Commission.

If more space is needed, list any additional information on another sheet of this same size, giving the information indicated below in each instance.

1. Indicate below any full time paid experience you have had in any branch of radio work, or related electronic work.

Dates of Employment month and year)	Name of Employer and nature of business or service	Description of Experience
From: To:		
From: To:		
From: To:		

2. List below any education or training you have had in electrical, radio or telephone work

Name and location of school	Kind of course	Dates of Attendance	No. of yrs. successfully completed	Day or evening	Number of semester hours completed

3. List radio licenses held, giving dates of each license._____

4. How many transmitters have you built?_____

How many watts to final stage?_____

Were they crystal or E.C. controlled?_____

Were they phone or C.W.?_____

Give operating frequencies._____

5. How many receivers have you built?_____

List in space below any pertinent data regarding type, quality, size, etc.

6. What frequency measuring appartus did you use?_____

Did you build it yourself?_____

Sign your name, evidencing your understanding that all statements contained herein are covered by the oath to your application.

DATE_____

SIGNATURE_____

ADDRESS_____

QUALIFIED WOMEN AS WELL AS MEN TO BE INTERVIEWED FOR CIVILIAN ENGINEERING JOBS WITH ARMY SIGNAL CORPS

APR 15 1942

Women skilled in amateur radio engineering or any part of the electronics field will have an opportunity during April and May to enter the civilian ranks of the Army Signal Corps.

The need for radio and telephone personnel in this branch of the armed forces is so great, a recruiting mission is to tour the country seeking engineers and technicians, and qualified women as well as men will have an opportunity to be interviewed for these positions. Colonel Fred G. Miller, Signal Corps, representing the Chief Signal Officer of the Army, will head the group.

Women engineers and technicians will be welcome at the meetings and interviews. At these meetings, officers will explain the needs of the Signal Corps and the types of positions open. The itinerary includes:

Los Angeles
San Francisco
Denver
Dallas
New Orleans
Atlanta
Cincinnati
Pittsburgh
Philadelphia
New York City
Boston

Exact hours and dates of these meetings will be announced in local newspapers and over local radio stations.

END

OUTLINE OF PRE-SERVICE COURSE

For

MECHANIC LEARNER (RADIO)

United States Signal Corps
Washington, D. C.
January, 1942

MECHANIC LEARNER (RADIO)- $1020.00 Per Year

This course is designed for Mechanic Learners, selected from the registers of the United States Civil Service Commission, to be given training which will lead to the position of Junior Repairman Trainee (Radio) at $1440.00 per year. It includes the use of the essential tools; the basic shop or laboratory activities; the ability to read simple plans and symbols. The course will be from three (3) to six (6) months, depending upon the ability of the trainee.

Responsibility of the Instructor:

The allotment of time devoted to training in the various sub-divisions of this course, the preparation of training units, job sheets, examinations, the record keeping and the reporting as required, will be the responsibility of the Instructor; subject to the approval of the designated representative of the Signal Corps. Likewise, the instructor will be responsible for adequate textual material.

INSTRUCTIONAL OUTLINE

1. Trainees will learn to identify, care for and use as directed, the tools and simple equipment necessary for this position.

   A suggested list follows:

   A. TOOLS

      1. Brace (carpenter's ratchet)
      2. Calipers (Micrometer, outside, inside and Vernier)
      3. Clamps (C Clamps, Others)
      4. Countersinks (metal and wood)
      5. Cutters (adjustable circle)
      6. Die Stocks
      7. Dividers
      8. Drills (hand, breast, portable electric, bench)
      9. Drivers (nut, screw (offset and straight)
      10. Gages (thread, wire, drill, feeler)
      11. Hammers (machinist, ball pien, riveting, etc.)
      12. Hacksaw
      13. Knife
      14. Nippers
      15. Pliers (Diagnal cutting, long-nose, combination slip joint, parallel jaw, electrician's)

16. Punches (Center, etc.)
17. Reamers
18. Rules
19. Saws
20. Scissors (Electrician's)
21. Shins
22. Snips
23. Soldering Irons
24. Square (Combination with Center head and protractor)
25. Torches (Alchol)
26. Tweezers
27. Vises (machinist's - with and without swivel racks)
28. Wrenches (Adjustable angle, open and adjustable tap)

B. EQUIPMENT

1. Batteries
2. Head Phones
3. Microphones
4. Miscellaneous wire, cords, drops and working material as required.
5. Output indicators
6. Simple condensers and coils
7. Simple meters - voltmeter, ammeter, wattmeter, ohmmeter, tachometer.
8. Switches and keys
9. Simple receivers as approved
10. Speakers

SCHOOL SHOP OR LABORATORY OUTLINE

Topic I - SOLDERING AND SPLICING

A. Tinning the Iron
B. Stripping Single Conductor Wire
C. Solder Pieces of Wire to a Tin Plate, Lugs, Terminal Strips, Phone Tips, Male and Female Plugs.
D. Serving Cords and Cables
E. Stripping, Sheathing from Cables
F. Assemble Cords used by Signal Corps

Topic II - SALVAGING (NOTE: Use Any Type of Receiver or Transmitter Equipment Available).

A. Remove Individual Components From Chassis
   1. Make sketch of connections prior to removal
   2. Make simple continuity tests
   3. Re-install removed part
   4. Clean up and make ready for future use parts not to be installed in chassis from which they were removed

Topic III - DRILLING, TAPPING AND SIMPLE LAYOUT

A. Sort Hardware, Such as Screws, etc., according to type, size, etc.
B. Use Proper Tools for Simple Layout.
C. Drill and Tap Holes in Assorted Metals and Composition Materials.
D. Layout and Make Simple Chassis To Mount Salvaged Parts From Jobs Done Under Topic II (and used to make an oscillator or similar simple circuit, according to instructor's directions).

Topic IV - ASSEMBLING

A. Assemble Jobs Outlined in Section D of Topic III.
B. Tear Down and Assemble A Small Receiver or Transmitter or Integral Sections Thereof.
C. Make Simple Continuity Tests to Check Wiring of Reassembled Jobs.

Topic V - WIND AND REPAIR SINGLE-LAYER COILS

A. Strip Coils
B. Rewind Coils
C. Use Wire Gage and Micrometer in Choosing Proper Wire For Winding.

Topic VI - SIMPLE TESTING

A. Use The Voltmeter And Ohmmeter
B. Use The Tube Checker
C. Use the Condenser And Inductance Bridge in Measuring L. & C. NOTE: The bridge must be an easily operated device, using earphones or a vacuum tube as an indicator of the null point.

OUTLINE OF THEORY OF RADIO

Topic I - ELECTRON THEORY
Elementary Principles

A. Structure of Matter

1. Compounds and Elements
2. Molecules and atoms
3. Similarity of structure of all atoms
4. Matter mostly empty space
5. Protons - Positive charges
6. Electrons - Negative charges

B. Electric Current

1. Laws of attraction and repulsion between electrons and protons
2. Electron motion
   a. "Bumping" or "drift"
   b. Contrast direction of electron and current flow
3. Sources of electric current
   a. Batteries
   b. Generators
   c. Thermocouples
   d. Photo electric tubes
   e. Friction
4. Conductors and insulators
   a. Difference
   b. Examples (List all those commonly used in the radio field)
5. Classification of conductors and insulators
   a. Dialectric strength of insulators (basic principles)

Topic II - FUNDAMENTAL ELECTRICAL UNITS

A. Definition of ampere, coulomb, and current
B. Definition of volt and E.M.F.
C. Definition of Ohm and resistance

1. Factors which affect resistance
   a. length
   b. cross-sectional area
   c. different materials
   d. temperature
2. Meaning of "specific resistivity"
3. Meaning of "temperature coefficient of resistance"
4. The wire gage and its use
5. The wire table and its use

D. Prefixes - Milli, Micro, Meg, Kilo, and Symbols Used
   1. Simple problems in changing one unit to another
E. Relationship Between the Ampere, Ohm and Volt
   1. Ohme Law formula - (E = I x R)
   2. Ohme Law application to a series circuits
      a. Definition of open and closed circuits
      b. Definition of series circuit
   3. Current distribution in a series circuit
   4. Voltage drop and current flow through a resistance
   5. Voltage drops across parts of circuit
   6. Calculation of resistance of parts of circuit
   7. Total resistance of a series circuit (formula)
   8. Ohme Law application to a parallel circuit
      a. Definition of parallel circuit
      b. Current through parallel resistors and total current
      c. Voltage drops across parallel resistors
      d. Total resistance.
      e. Effect of changing value of one resistor on the current and voltage drops
      f. Meaning of term "Mho"

F. Definition of "Power" and "Watt"
   1. Relationship between energy, power, and work
      a. Energy forms - light, heat, electricity, etc.
   2. Formula for power - W= I2R and W = E x I
   3. Wattage Dissipation of Resistors (simple problem)

Topic III - MAGNETISM

A. Laws of Attraction and Repulsion Between Magnets
   1. Like and unlike poles (name of poles)
   2. Force and attraction of repulsion (Formula-no problems)
B. Typical Magnetic Substances
C. Examples of Non-magnetic Substances
D. Meaning of the Following Terms:
   a. Lines of force
   b. Magnetic field
   c. Magnetic flux
   d. Magnetic density
   e. Temporary magnet
   f. Permanent magnet

Topic IV - ELECTROMAGNETISM AND ELECTROMAGNETIC INDUCTION

A. Magnetic Field Around a Straight Wire Which Carries a Current.
B. Right Hand Rule for Wires
C. Magnetic Field Around a Coil
D. Right Hand Rule for Coils (Solenoids)
E. Effect of the Number of Turns on a Coil
F. Relationship Between Electron Flow and Magnetic Field
G. Meaning and Application of "Magnetomotive Force" and "Ampere Turns"
H. Construction Features of Electromagnets
I. Meaning of "Permeability" and "Reluctance"
   1. Comparison of "conductivity" and "resistance"
   2. General comparison of the electric circuit to the magnetic circuit
J. Meaning and Cause of "Magnetic Saturation"
K. Meaning of Hysteresis
L. Induction of a Current by a Moving Magnet and Stationary Wire, or Coil, and Vice Versa
M. Explanation of Induced E.M.F.
N. Direction of Induced E. M. F. and Lenz Law
O. Meaning of "Alternating Current" (A.C.)
P. Simple Explanation of Operation of A.C. generator

Topic V. - INDUCTANCE, INDUCTORS, TRANSFORMERS

A. Meaning of "Self inductance"
B. The unit of Inductance
C. Non-inductive Coils
D. Inductors in Series and Parallel (formulas and simple calculations)
E. Mutual Induction
F. Coupling, Effects of Loose and Close Coupling
G. Coefficient of Coupling
H. Coupling Between Wires
   1. Line transposition
   2. Lead dress
   3. Shielding
I. Mutual Inductance (the transformer)
J. Construction Features of Practical Transformers
K. Transformer Windings and Calculations (Formulas)
   1. Turns ratio and voltage distribution
   2. Single and multi-secondary windings
L. Transformer Losses - Meaning of Eddy Currents, Core Losses, Copper Losses

Topic VI - CAPACITANCE AND CONDENSERS

A. Action of Charge and Discharge of a Condenser
B. Unit of Capacitance, the Farad
C. Factors which Effect Condenser Capacitance
   1. Area of plates
   2. Number of plates
   3. Dielectric

Topic VI - CAPACITANCE AND CONDENSERS (cont.)

D. Voltage Breakdown (causes)
   1. Safe working voltages
   2. Peak voltage
E. Condenser Losses
   1. Resistance
   2. Leakage
   3. Dielectric absorption
   4. Dielectric hysteresis
F. Condensers in Series
G. Condensers in Parallel
H. Purpose of Connection Condensers in Series and Parallel
I. Construction Features of Oil, Paper, Mica, and Electrolytic Condensers
J. Construction Features of Tuning Condensers (Receiving and Transmitting)

Topic VII - RESISTOR TYPES

A. Carbon Resistors
   1. Standard sizes and wattage ratings
   2. Color code
B. Wire Wound Resistors
   1. Voltage dividers, standard sizes and wattage ratings
C. Volume Controls, Rheostats, and Other Special Applications

Topic VIII - BLUE PRINT READING

A. Symbols
B. The schematic Circuit Drawing
C. Wiring or Picture Diagram
D. Vacuum Tube Base Pin Connections

Topic IX - HARDWARE CLASSIFICATION, TAPS AND DRILLS

A. Classification by Type (Nuts, Bolts, Screws, etc.)
B. Classification by Material and Finish (Brass, Steel, Plated Brass, etc.)
C. Standard Threads
D. Taps and Drills (commonly used)
E. Clearance and Body Drill Sizes

MECHANIC LEARNER (TELEPHONE) - $1020.00 Per Year

This course is designed for Mechanic Learners, selected from the registers of the U. S. Civil Service Commission, who will be given training which will lead to the position of Junior Repairman Trainee (Telephone) at $1440 per year. It includes the use of the essential tools and equipment, basic shop activities, ability to read simple plans and symbols, a working knowledge of essential theory. The course will be from three (3) to six (6) months, depending upon the ability of the trainee.

Responsibility of the Instructor:

The budgeting of time devoted to training in the various subdivisions of this course, the preparation of training units, job sheets, examinations, textual material and visual aids, the record keeping and the reporting as required, will be the responsibility of the Instructor; subject to the approval of the designated representative of the Signal Corps.

INSTRUCTIONAL MATERIAL

1. The trainee will learn to identify, care for, and use as directed, the tools and simple equipment necessary for this position.

   A suggested list follows:

   A. Tools

      1. Wire brush
      2. Calipers (micrometer, outside)
      3. Clamps (malleable C, parallel jaw)
      4. Countersinks
      5. Cutters (adjustable circle)
      6. Dividers
      7. Hand drill
      8. Drill press
      9. Screw Drivers (assorted sizes)
      10. Eyeletting anvil and punch
      11. Hacksaw and jewelers frames
      12. Gages (thread, wire, drill, feeler, depth)
      13. Hammers (machinist, riveting)
      14. Irons - soldering (silver tipped)
      15. Mallets (rubber, composition, leather)

16. Nippers
17. Pliers (diagonal cutting, long nose, side cutting, combination slip joint, parallel jaw, heat coil)
18. Punches (center, drive pin)
19. Reamers (taper pin)
20. Rules and scales
21. Scissors (electrician's)
22. Snips (tinners)
23. Square (combination with center head and protractor)
24. Stock and die
25. Tweezers
26. Alcohol torch and gas burner
27. Vise (machinist's)
28. Wrenches (adjustable tap; adjustable angel, open end, socket)
29. Other tools used in telephone repair

B. Equipment

1. Analyzer (capacitor, volt-ohmeter)
2. Amplifier (speech)
3. Grinder (pedestal type)
4. Head sets
5. Hot plate
6. Magnetos
7. Meters (voltmeter, ohmmeter, ammeter)
8. Motor generator set
9. Solder pot
10. Storage Batteries (six, twelve, and forty volt types)
11. Test lights

II. Shop or Laboratory activities, indicative of the experience and abilities to be attained.

1. Recognition and classification of nuts, screws, taps, used in telephone construction - standard thread and screw size

2. Soldering and wiring (as applied to simple shop telephone work)

3. Dismantling sets and receivers; salvaging and cleaning parts. Preparation for assembly.

4. Understanding of fundamental electrical units - coulomb, ohm, ampere, volt, ohm's law, inductance, capacitance, and power.

5. Installation of designated parts in telephone sets.
   a. Following demonstrated procedure
   b. Following verbal or written instructions
   c. Following simple diagrams

6. Serving and cable lacing

7. Drilling and tapping in iron, steel, brass and bakelite

8. Assemble and wire desk stand, receiver, switchboard and headset cords

9. Paint parts with air drying lacquer

10. Refinish and recover coils; wind and repair simple types of coils

11. Locate trouble and repair simple telephones

12. Other simple assignments as required

V. Working knowledge of:

1. Elementary principles of electricity

2. Capacitance - construction features of oil, paper, mica, condensers

3. Inductance - construction features of inductors, mutual and self-induction - the transformer

4. Simple drawings, charts and diagrams

5. Symbols used in telephone work

6. Ordinary testing equipment

MECHANIC LEARNER (MACHINIST) $1020.00 Per Year

This course is designed for Mechanic Learners, selected from the registers of the U. S. Civil Service Commission, who will be given the basic training necessary for machinists. It includes a broadly comprehensive outline which represents a maximum that the trainee may be expected to learn, as follows: Blueprint reading; necessary mathematics; bench work; drill press; engine lathe work; shaper; and milling machine. Since a comprehensive outline is presented, the instructor may, subject to the approval of the designated representative of the Signal Corps, omit certain of the more advanced parts of the outline. The course will be from three (3) to six (6) months, depending upon the ability of the trainee.

Responsibility of the Instructor:

The budgeting of time devoted to training in the various sub-divisions of this course, the preparation of training units, job sheets, examinations, textual material and visual aids, the record keeping and the reporting as required, will be the responsibility of the instructor; subject to the approval of the designated representative of the Signal Corps.

INSTRUCTIONAL OUTLINE

I. BLUEPRINT READING AS NECESSARY IN SIMPLE MACHINE WORK.

1. Three view drawings (Third Angle Projection)

   a. Visible or object lines
   b. Dimensions
   c. Visible edges
   d. Location of dimensions
   e. Fractional dimensions
   f. Invisible edges
   g. Measurement of angles
   h. Scale drawings
   i. Fillets and rounds

2. Two view drawings (Isometric)

   a. Projection of cylindrical work
   b. Dimensioning of cylindrical work
   c. Invisible circles
   d. Fractional tolerances
   e. Decimal dimensions
   f. Decimal tolerances
   g. Drilled holes
   h. Angular dimensions
   i. Angular tolerances

3. One view drawings

   a. One view projection
   b. Necking and grooving

4. Summary problems

   a. Tapers
   b. Finish marks

5. Sectional drawings

   a. Full section
   b. Materials in section
   c. Half section
   d. Finish all over
   e. Section linings
   f. Countersunk and counterbored holes
   g. Chamfering

6. Screw threads

   a. Conventional representation
   b. Left hand
   c. Right hand
   d. Class of fit
   e. Drilled holes for tapping
   f. Knurling
   g. Thread series
   h. Bevels

II. KNOWLEDGE OF SIMPLE MATHEMATICS

1. Addition, subtraction, multiplication, division of whole numbers, fractions, decimals
2. Measures - Linear, Square, Cubic
3. Measures of Weight
4. Measures of Capacity
5. Measures - Angular (Arcs)
6. Measures - Circular, length, and area
7. Comparison of Metric and English Units of Measurements
8. Degree of Accuracy
9. Reading of Micrometers and Verniers

III. ABILITY TO CARE FOR, AND USE AS DIRECTED, THE TOOLS COMMON TO MACHINE WORK

a. Vises
b. Chisels
c. Files
d. Taps
e. Hammer
f. Hack saw
g. Combination square
h. Micrometers
i. Drift punches
j. Others as required

IV. ABILITY TO DO SIMPLE BENCH WORK

a. Knowledge of iron and steel stock - rounds, squares, angles cold drawn steels, machine steels

b. Power hack saw - operation and different type of saw blades for solids and tubing

c. Filing - draw file, squaring and fitting work, care of files, types

d. Taps - hand tapping, the different forms of threads, as U.S.S., U.S.N.F., A.S.W.E., ETC.

e. Hand threading dies - threading bolts, studs, grinding and setting of button dies

V. DRILL PRESS WORK

1. Mounting and holding work by use of the following devices:

a. Chuck
b. Vice
c. Angle plates
d. V Blocks
e. C Clamps
f. Straps
g. T. Bolts
h. U Clamps

2. Adjust drill press, covering the following:

a. Height of table
b. Position of spindle
c. Setting of micrometer stops

3. Drilling:

   a. Centering
   b. Cutting over to center by gage
   c. Determining and adjusting for correct spindle feeds

4. Use of cutting compounds such as oil, water, etc.

5. Reaming:

   a. Hand
   b. Machine
   c. Rose

6. Tapping:

   a. Use of tapping head
   b. Hand tapping

VI. ENGINE LATHE WORK (INTRODUCTORY KNOWLEDGE)

1. Use of centers - dead, live, and ball.

2. Turning work between centers - centering drill while in stead rest - facing ends - turning shoulders - rounding and chamfering - cutting grooves - filing and polishing - cutting threads - knurling.

3. Turning work in chuck or collets - the use of indicator - cutting tapers with compound head taper attachment - boring - facing - drilling - threading.

4. Grinding tools (shapes best suited for material being cut) - boring bars - small hook tools - knurls of different types - center drills - tool holders.

5. Springs - those wound by use of arbors and tool posts - compression - tension.

6. Mounting - setting work on face plate by use of angle plates or jigs.

VII. SHAPER

1. Operation - explanation of table, ram, stroke, head, tool head.

2. Mounting - setting vise on table
   use of parallels (swing of tool head)
   (length of stroke)

3. Tools - grinding of shapes, lips, tool holders, extension bars for cutting internal keyways.

VIII. MILLING MACHINE (INTRODUCTORY KNOWLEDGE)

1. Setting - use of vise, knee, cross slide, overhead arm, pendant arm, circular table, arbor, collars.

2. Cutters - slotting (side and angular), radios, end mills (gang, interlocking, etc.)

3. Speeds - feet per minute of metal being cut

4. Gears - change of speeds and feeds

5. Levers - starting of cuts, reversing

6. Stops - where located, adjustment

7. Lubricant - types for different materials, such as lard oil, solubles, etc.

8. Dividing heads - differential and plain indexing, set up for spirals.

MECHANIC LEARNER (ELECTRICAL MACHINIST) - $1020.00 Per Year

This course is designed for Mechanic Learners, selected from the registers of the U. S. Civil Service Commission, who will be given the basic training necessary for electrical machinist work. It includes a broadly comprehensive outline which represents a maximum that the trainee may be expected to learn, as follows: Use of hand tools; ability to perform soldering and splicing; ability to read blueprints; familiarity with motors and generators including their repair and testing relays, magnets, instruments and gages; and use of certain basic machines. Since a comprehensive outline is presented, the instructor may, subject to the approval of the designated representative of the Signal Corps, omit certain of the more advanced parts of the outline. The course will be from three (3) to six (6) months, depending upon the ability of the trainee.

Responsibility of the Instructor:

The budgeting of time devoted to training in the various sub-divisions of this course, the preparation of training units, job sheets, examinations, textual material and visual aids, the record keeping and the reproting as required, will be the responsibility of the instructor; subject to the approval of the designated representative of the Signal Corps.

INSTRUCTIONAL OUTLINE

I. Ability to Identify, care for, and use as directed, Hand Tools common to this work:

1. Pliers (types and sizes)
2. Screwdrivers (types and sizes)
3. Screws (types and sizes, familiarity and ability to sort)
4. Reamers (types and sizes)
5. Tap Wrenches (types and sizes)
6. Hacksaws (manual or powered)
7. Others as required

II. Ability to Perform Soldering and Splicing

1. Knowledge of:
   a. Soldering iron (types and sizes, familiarity, kinds of solder, fluxes, etc.)
   b. Splices (types)

III. Ability to Read Blueprints

1. Sketches
2. Standard electrical symbols
3. Diagrams
4. Picture diagrams

IV. Motors - Generators - Dynamos

1. Familiarity with ordinary types of motors, generators, and dynamos

2. Inspection

3. Disassembly of equipment and replacement

V. Repair and Testing of Motors, Generators and Dynamos - 10 watt to 10,000 watt capacities

1. Armature

   a. Turn down commutator
   b. Under-cut mica
   c. Check shaft

2. Auxiliary Equipment (motors - generators - dynamos)

   a. Check field coils and replace if necessary
   b. Check resistors and replace if necessary
   c. Check ball bearings and replace if necessary
   d. Check condenser and replace if necessary
   e. Check voltage regulator and replace if necessary
   f. Check allied associated parts and replace if necessary
   g. Knowledge and use of growler

VI. Relays

1. Knowledge of types used by Signal Corps

   a. Reverse current (cut out)
   b. Voltage regulator
   c. Switching relay (line control switch)

2. Inspection and Testing

3. Disassembly - repair and replacement of parts

VII. Magnets

1. Knowledge of types used by Signal Corps

2. Test, inspect and repair and replace if necessary

   a. Coils
   b. Field magnets
   c. Condenser
   d. Soldered connections
   e. Broken wires

3. Timing Position of Magnets

   a. Check make and break contact points
   b. Allied inspection and check of associated parts

VIII. INSTRUMENTS AND GAGES

1. Knowledge of and use of the following:

   a. Voltmeters
   b. Ammeters
   c. Wattmeters
   d. Ohmmeters
   e. Tachometers

2. Gages

   a. Micrometer
   b. Scales
   c. Vernier
   d. Feelers

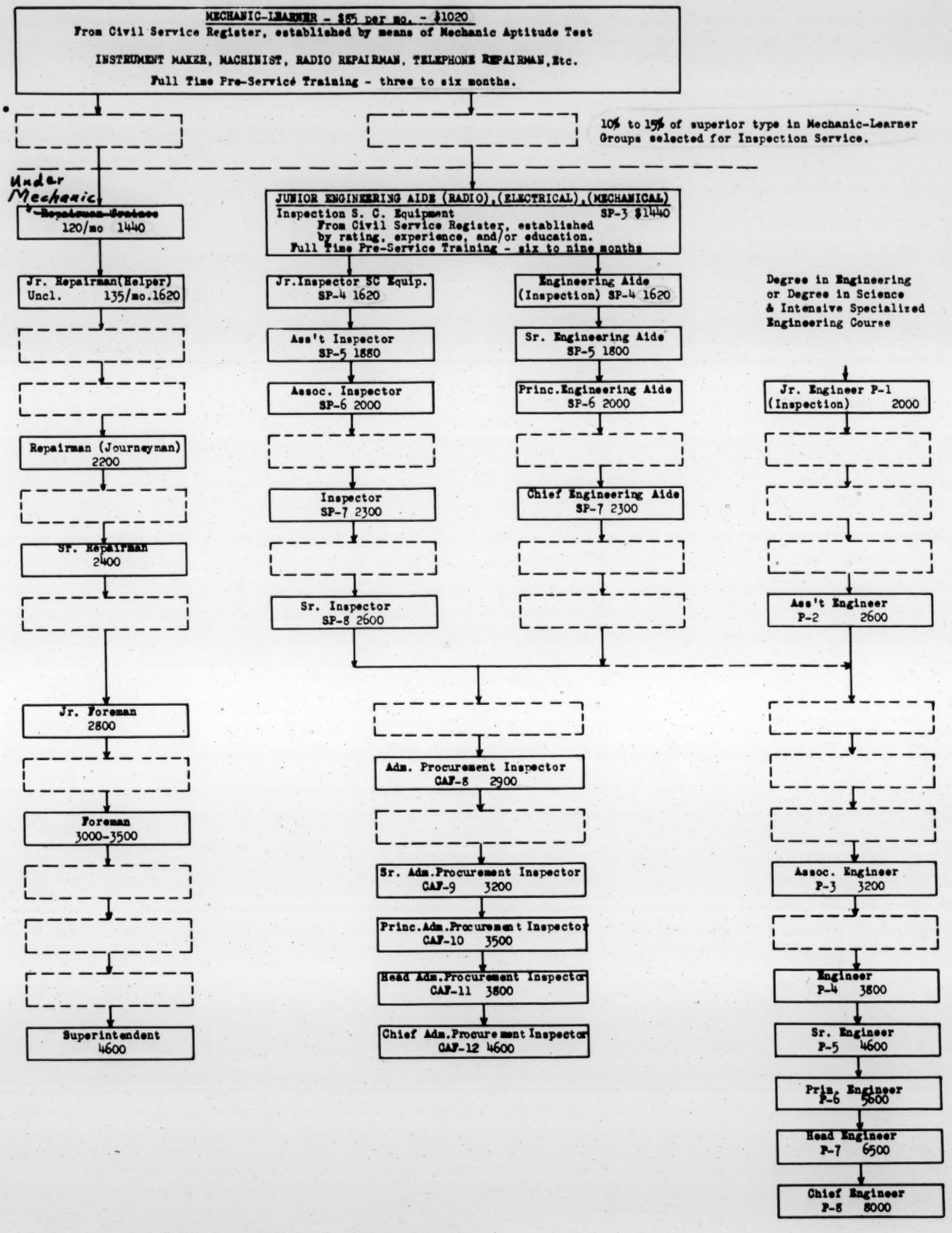
IX. MACHINES

1. Elementary knowledge and simple use of the following:
   a. Drill presses
   b. Bench lathe
   c. Screw lathe
   d. Grinder and buffer
   e. Sander
   f. Universal milling machine
   g. Power saw (soft metals)
   h. Power hacksaw
   i. Shear and punch
   j. Hand saw (soft metals)
   k. Sharper 16" stroke
   l. Pantograph engraver

Agent: M.K. Anderson April 1942

PHILADELPHIA SIGNAL DEPOT

LINE-OF-PROMOTION



*Dotted-line blocks suggest possibilities for in-grade promotions.

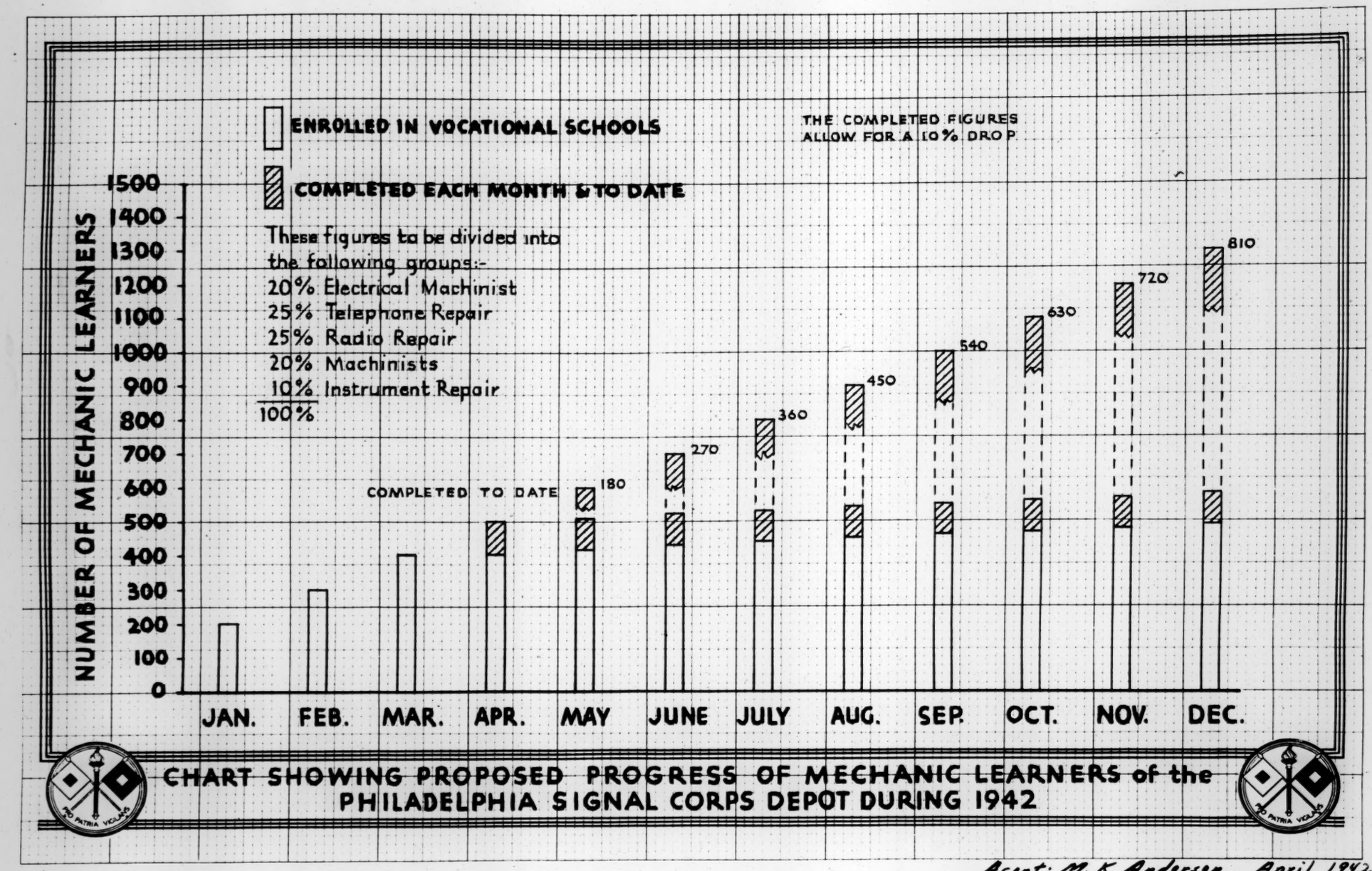


CHART SHOWING PROPOSED PROGRESS OF MECHANIC LEARNERS of the PHILADELPHIA SIGNAL CORPS DEPOT DURING 1942

Agent: M. K. Anderson April 1942

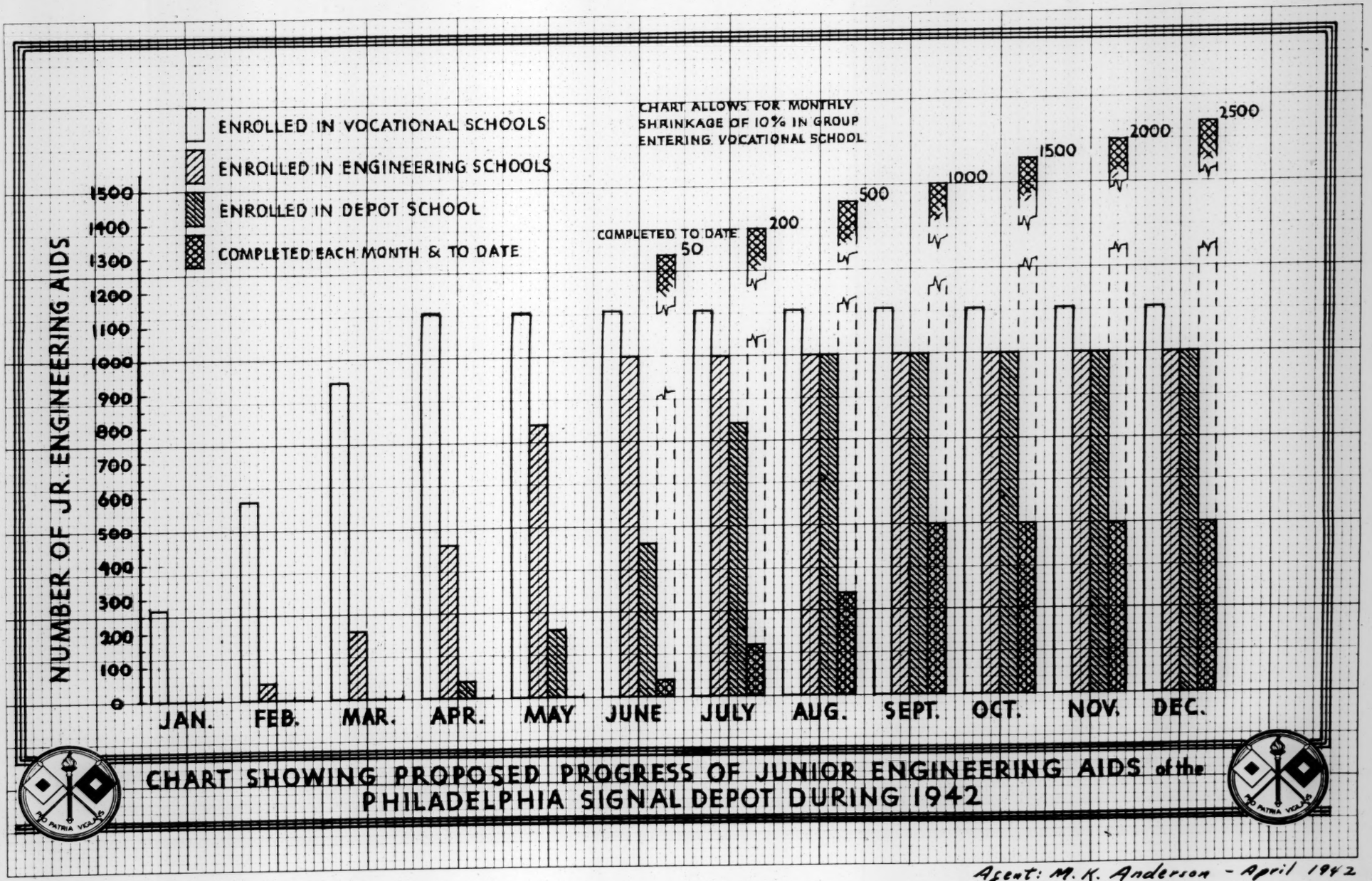


CHART SHOWING PROPOSED PROGRESS OF JUNIOR ENGINEERING AIDS of the PHILADELPHIA SIGNAL DEPOT DURING 1942

Agent: M. K. Anderson - April 1942

Agent: M.K. Anderson - April 1942
Philadelphia Signal Corps Depot

(Agreement which must be signed by all Mechanic-Learners)
The present plan is to have all female mechanic-learners stay at Philadelphia, but the men are being sent out to all parts of the country.)

A G R E E M E N T

WHEREAS, the Government of the United States has employed me as a Signal Corps trainee and is paying me a salary of $ per and at the same time sending me to a school of instruction, the cost of instruction including texts being borne by the Government, in order that I may be trained for more responsible employment by the Signal Corps in the United States Army.

NOW THEREFORE, in consideration of said employment, training and salary paid to me, I do promise and agree that for a period of one year after the completion of said course of instruction I will accept employment by said Signal Corps, work a full day each work day in the year required of other civilian employes of the Signal Corps including night shifts if requested and serve the Signal Corps in such employment at any point within or without the continental limits of the United States designated by the Chief Signal Officer.

Witness my hand and seal this_____day of_____19_____.

(Signed)_____

WITNESSES:

_____

_____

psd593

Agent: M.K. Anderson - April 1942
Philadelphia Signal Corps Depot

J.E.A. Outline 1.

(Agreement signed by all Jr. Eng. Aids)

APPLICANTS FOR JUNIOR ENGINEERING AIDE

You have been requested to report to the Philadelphia Signal Corps Procurement District for the purpose of an interview to determine whether or not you are acceptable for appointment to the above classification. If you are subject to be called in the draft, please so notify your interviewer.

If accepted for the position of Junior Engineering Aide, you will undergo training to fit you for your future duties. This course of training will be from six to nine months duration depending on individual ability. During this training period you will receive a salary of $1440. per annum, less the amount deducted for the Civil Service Retirement Fund, now 3½%.

After you have attended school for a length of time (to be determined by this office) sufficient to train you in the fundamentals of inspection, you will then be required to pursue advanced studies so as to fit you for the special commodity inspection work for which you are best qualified. The commodity sections are as follows: WIRE COMMUNICATIONS, WIRE AND CABLE, RADIO, MISCELLANEOUS.

Upon completion of this course of training, you will be assigned to assist in the inspection of equipment being purchased by the Signal Corps from its suppliers or contractors. The contractors' plants may be located anywhere in the United States, normally in the eastern states or middle west to and including Chicago.

When on duty at any plant which is greater than a predetermined distance from your proper station, you will receive in addition to your regular salary, and in lieu of subsistence, an amount not exceeding $5.00 per day for the first thirty days of your assignment on a particular Travel Order. By "proper station" is meant that Signal Corps Depot or Inspection Office at which you are based and from which you are ordered to the contractors' plant on your tour of duty and to which you return to await your next assignment. There are two such bases today, Philadelphia and Newark, and more are contemplated. As necessity warrants you may be assigned to any one of these bases as your proper station. Should the time of your tour of duty extend beyond the original specified period of thirty days, you will then be allowed, in lieu of subsistence, a sum not exceedint $4.40 per day for each day in excess of the original thirty day assignment until you return to your proper station. Railroad transportation between your proper station and your assigned inspection post will be provided with the Travel Orders when per diem applies. Travel by personally owned autos may be allowed, if in the best interests of the Government, in which case reinbursement will be made at the rate of 3¢ per mile.

The above outline of training, remuneration and duty is submitted to you in order that you may have a clear understanding of your place in the Signal Corps. Your promotion in the Service, upon graduation from school, will be dependent upon your record during training as regards your scholastic standing, aptitude, and personal conduct. Advancement thereafter will depend on ability, application to duty, and conduct.

PHILA. SIGNAL CORPS PROCUREMENT DISTRICT.

Date _____

I have carefully read and understand the conditions outlined above and accordingly am willing to accept appointment as Jr. Engineering Aide.

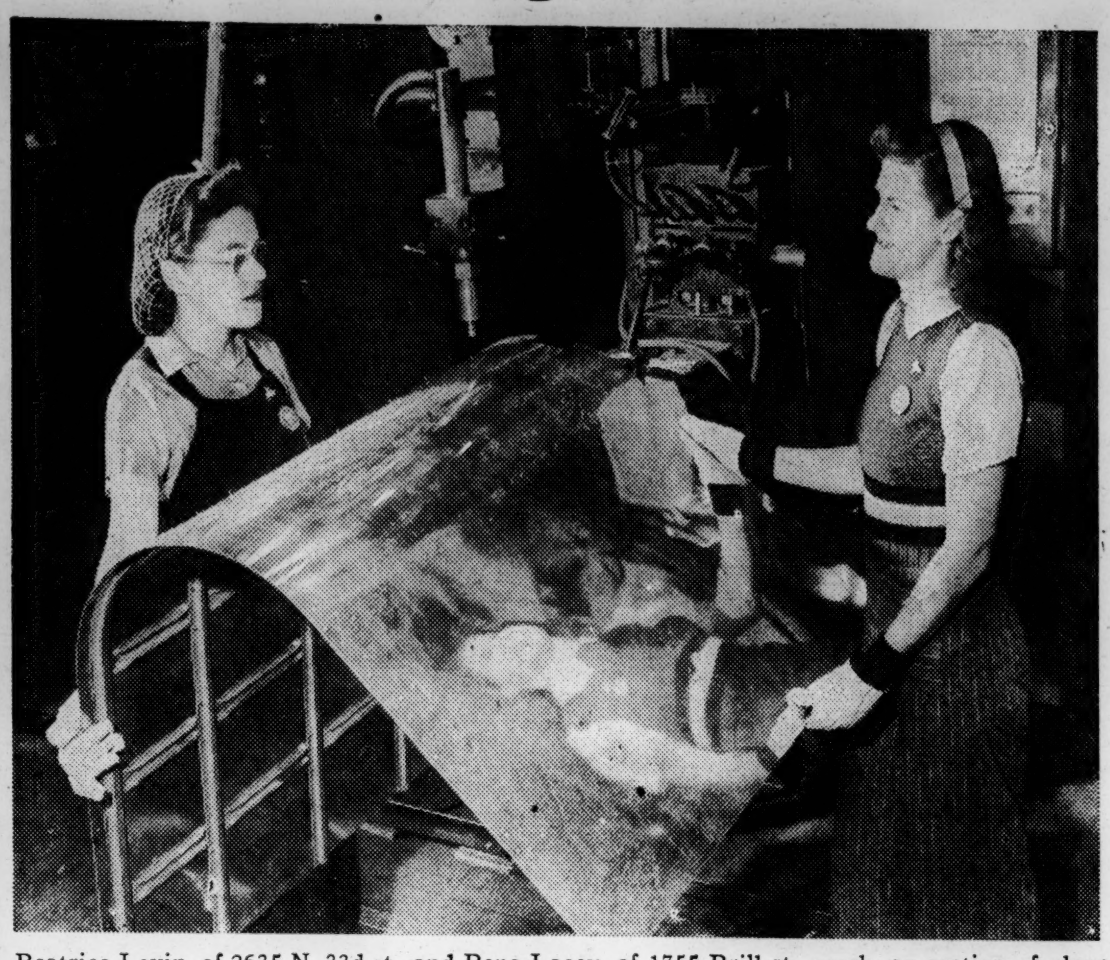
Signed _____

psd846

"At the Signal Corps depot women learners will start at an annual salary of $1020, rising eventually $1620 on completing an advanced training course. The starting salary at the Ordnance Depot also will be $1020.

Naval aircraft workers will be able to increase their earnings by qualifying on the job as semi-skilled mechanics. At the Arsenal, workers will start at $2.50 a day, which will be increased to $3.60 during training, but piece work will allow most operatives to average about 25% more than the $3.60 standard."

Girls Doing Man-Sized Jobs at Navy Yard Here



Beatrice Levin, of 2635 N. 33d st., and Rena Lacey, of 1755 Brill st., work on section of plane fuselage in aircraft factory



Dorothy Leman, of 2329 Margaret st., uses drill on steel

Girl Mechanic Helpers Make Good at Naval Aircraft Factory

By MORLEY CASSIDY
(Of The Bulletin Staff)

Speaking of men doing man-sized jobs——

The Navy let it be known today that it would like to find 1,000 more mechanic helpers, as good as the 300 it already has, to work at the Naval Aircraft Factory.

The 300, the Navy says, are Grade A—in spite of their names.

Their names are Betty and Jane and Sarah Lou and Marie. Their owners, for the most part, are pretty, and sing soprano, and carry a compact in the pocket of their slacks. But that's all right. Because, in the words of a hard-boiled Navy master shop mechanic—— "When it comes to getting planes into the air, these girls are MEN, and I wish I had more like 'em."

He's going to get his wish. And so are a lot of girls who have a knack for mechanics and an ardent desire to take a slap at a Jap.

Ready to Hire 200 a Week

From now on, the Navy says, the girls are going to shoulder a big part of the job by building Navy planes —and building them better and faster than ever before.

In the next six or eight weeks, the [illegible] on girls at the rate of as many as 200 a week, for work on lathes and drills and assembly lines, making planes and the engines to power them.

And the Navy is not alone.

Frankford Arsenal, the Army Ordnance Department and the Signal Corps are joining the Navy in a campaign which gets under way today, through the U. S. Civil Service Commission, to recruit women workers to help make shells and fuses and radio and telephone apparatus.

The program calls for the placing of several thousand women in the four branches almost immediately, with the prospect, according to the Civil Service Commission, that there will be "room for more as facilities are expanded."

Some Dubious at First

Some of the master mechanics were a bit dubious, up to a month ago. They had a notion that turret lathes and gear-cutters needed a man's firm hand.

But the girls have convinced them. Four weeks ago the Naval Aircraft Factory at the Navy Yard took on its first girl "mechanic learners," through the Civil Service Commission.

The girls were chosen by the commission through mechanical aptitude tests and simple written examinations. Some were college girls, others had never finished grade school. No previous mechanical experience was required, and there were no specifications about education.

Now there are 300 at work, and the master mechanics are "sold."

"In some of the work," said Lieutenant F. D. Rohmer, assistant shop superintendent and training officer who worked out the plans for training the girl on the job, "the girls have excelled the [illegible]

and has graduated to a No. 5 lathe, turning out fuel pump adapters. This is quite a surprise to Miss McCleery.

Miss Florence Perkins, of 2818 E. Venango st., is setting enviable records as the operator of two gear-cutting machines, with no mechanical experience beyond what she received on the job.

Edward Searles, sheet metal shop master mechanic, had his ears pinned back sharply in the first few days that the girls were on the job.

He was losing some punch press operators in the draft, and they're not the easiest men to replace.

"Enough to Scare Anybody"

"Some of those punch presses are enough to scare anybody," he says. "They slam down with 10, 20 or 100 tons pressure, and even the boys are leary of them.

"But I asked one of the girls about it. She took a look at one of them, stuck her chin in the air, and said, 'Mister, I'll take any job a boy's doing, and do it better.'"

So she and several other girls are running punch presses, up to and including the 100-ton behemoths.

"In fact," Searles said, "I'm planning to [illegible] two groups of girl 'shock troops' to bust bottlenecks which are bound to occur from time to time, due to the uneven flow of materials coming in from outside contractors.

"I'll have ten girls in each crew, all of them crackerjacks at riveting, drilling and assembly. If we're jammed up on windshields, for instance, one of these crews will go in and tear through the job until the assembly line is running smooth again.

"Then they'll go to the next trouble spot, and straighten that out."

Job is Like Battle to Girls

"In other words, to a man this work is likely to seem just another job. To the girls and women, it's part of a battle."

And the officers and supervisors point out that there is a good reason for that. Many of the girls have men in the services whose lives may depend on these planes.

One of the young women in the sheet metal shop has a sailor husband who was on a battleship in Pearl Harbor when the Japanese struck. Another has a sweetheart who is with the Pacific fleet. Florence Perkins has one brother who is a test pilot, another who is a corporal at Fort Eustis, two others in the Naval Reserve.

When it was decided to give the girls a trial on the machines, sixty of the aircraft factory's best mechanics were chosen as instructors. These mechanics were trained for months for the job of instructing.

Needed to Replace Men

There is no chance, Lieutenant Rohmer said, that the girls will displace men. They are needed to replace men entering the Army or Navy, and enlarge the force to meet



At Naval Aircraft Factory in the Philadelphia Navy Yard, these girls are getting washed after working on airplanes. From left: Dorothy Leman, of 2329 Margaret st.; Orietta Johnston, of 1203 S. 19th st.; Adele Drab, of 410 Morton st.; Belle Kaplan, of 727 W. Oxford st.; Fay Raab, of 3080 Tulip st., and Louise Sawicki, of Williamstown, N. J.

U. S. DEPARTMENT OF LABOR
WOMEN'S BUREAU
WASHINGTON

Individual Annual Earnings

Firm name .....

Social Security No.	Occupation	Sex	Weeks Worked	Annual Earnings

For release
May 20, 1942.

(WO 42-71)

U. S. DEPARTMENT OF LABOR
WOMEN'S BUREAU
Washington

IMPORTANT WAR JOBS FOR YOUNG WOMEN AS SIGNAL CORPS INSPECTORS

Here's a chance for high-school girl graduates to earn while they learn and when trained as junior engineering aids to get an important job in the Army's Signal Corps. Hundreds of women are needed as Uncle Sam's inspectors in private plants making radio, telephone, and other equipment for Army use.

The offer is open to young women who have a mathematical and scientific bent and education. These women are being registered and selected by the Third District of the U. S. Civil Service Commission in Philadelphia, according to information given the Women's Bureau of the United States Department of Labor, which is concerned with the effective use of women in the war effort.

A girl who gets the opportunity to serve her country in the Signal Corps, the eyes and ears of the fighting force, is paid during her 6 to 9 months' training period a salary of $120 a month, and in starting work as an inspector she receives $135 a month.

After she gets into active service hers is a vital role—most likely at present to be that of an inspector of radios designed for the armed forces. She makes dozens of difficult intricate tests and reads dozens of dials.

Should she pass by a defective piece of equipment, the outcome of a military campaign might be affected. Far from the scene of battle she works vigilantly in a manufacturing plant, seated in a wire cage (insulated from surrounding electrical disturbances) before an immense and intricate testing board of dials and controls; of voltmeters, testing voltage output, resistance, power output, and all-around performance. She measures in amperes, ohms, volts, mhos, farads, henrys—many of the readings being taken in milliunits.

Or she might be trained for work in the inspection service in the manufacture of telephone equipment, wire, or cable. The course for any one group of students is pointed to one special field.

(Over)

If she makes good she has opportunities for advancement at higher salaries. She may become a senior inspector with some administrative and organizational duties, and possibly go on to a supervisory position of considerable importance.

To be accepted for training at the Philadelphia Air Corps Depot a young woman must have the equivalent of a regular 4-year high-school course with six successfully completed units in chemistry, physics, mathematics, or drafting--or a total of six units in any combination of these courses. An applicant is also eligible if she has acquired the necessary qualifications at night school or through part-time work at colleges or technical schools. The age limits for trainees are from 20½ to 35 years.

The training period comprises 6 to 9 months of pre-service training (about half this time in a vocational school and the rest at some institute of college grade, such as Drexel Institute), and includes field trips to radio factories, broadcasting stations, plants making telephone equipment, etc.

After an orientation course in the depot for approximately two weeks to receive instruction in the functions of the depot, the type of equipment used, and inspection procedures, the trainee is dispatched to a contractor's plant for duty.

In the course of her inspection work she will probably travel to a number of plants in the eastern States or Middle-West.

The Women's Bureau was requested by the Philadelphia Signal Corps Depot to help bring to the attention of young women in different parts of the country the need for junior engineering aids.

May 25, 1945

Dr. Robert S. Goodhart, Chief
Industrial Feeding Programs Division
School Lunch and Distribution Branch
Commodity Credit Corporation
War Food Administration
Washington 25, D.C.

Dear Dr. Goodhart:

Thank you very much indeed for your "Recommendations on Lunchrooms in Industry."

We shall be very glad to have your opinion on our use of this material when it is prepared for our forthcoming bulletin.

Sincerely yours,

Jennie Mohr,
Associate Industrial Economist

JM/ml

~~UNITED STATES DEPARTMENT OF AGRICULTURE~~

COMMODITY CREDIT CORPORATION – 05

WASHINGTON, D. C.

WAR FOOD ADMINISTRATION

May 22, 1945

Miss Jennie Mohr
Women's Bureau
U. S. Department of Labor
Washington 25, D. C.

Dear Miss Mohr:

Attached in accordance with your request are our "Recommendations on Lunchrooms in Industry."

We would appreciate an opportunity to review this material when prepared for publication.

Sincerely yours,

Robert S. Goodhart

Robert S. Goodhart, Surgeon (R) USPHS
Chief, Industrial Feeding Programs Division
School Lunch and Distribution Branch

Attachment

March 24, 1945

Mr. Milton Lowenthal
Industrial Feeding Programs Division
School Lunch and Distribution Branch
Office of Supply, (CCC)
War Food Administration
Washington 25, D. C.

Dear Mr. Lowenthal:

Thank you for returning the copy of State laws concerning lunch rooms.

Similar material has been prepared on meal periods and rest periods. These charts are now at the printer and I have no extra copies to send you. They are in galley proof, and will probably be available before long. I shall be glad to send you 40 copies of the complete set of charts on State laws.

Meantime, I am enclosing herewith a set of mimeographed summaries for individual States, giving all State labor laws pertaining particularly to women. All of the information on meal periods and rest periods which will be in the final charts are here, except citations of the statutes or codes. If you want the specific citations for any particular States before the final charts are available, we shall be glad to send them to you.

Yours sincerely,

Jennie Mohr,
Associate Industrial Economist

WAR FOOD ADMINISTRATION

~~OFFICE OF DISTRIBUTION~~

Washington 25, D. C.

Office of Supply, (CCC)

March 22, 1945

Miss Jennie Mohr
Associate Industrial Economist
Women's Bureau
U. S. Department of Labor
Washington 25, D. C.

Dear Miss Mohr:

Enclosed is the material you sent us on State requirements concerning lunch rooms for women workers. We have copied this material for our own use, but would appreciate having 40 copies of your published report as soon as it is available, for distribution to our field staff.

If there is any material available on requirements with regard to length of eating periods (for both mid-shift and between meal feeding) or the type of food being served, we would appreciate having it.

Sincerely yours,

Milton Lowenthal

Milton Lowenthal
Industrial Feeding Programs Division
School Lunch and Distribution Branch

Attachment

February 3, 1945

Dr. Robert S. Goodhart, Chief
Industrial Feeding Programs Division
Distribution Programs Branch
Commodity Credit Corporation
War Food Administration
Washington 25, D.C.

Dear Dr. Goodhart:

Thank you for your letter of January 30th concerning the standards for lunch rooms. The Women's Bureau is very interested to have these standards available for distribution, and we shall greatly appreciate your sending them to us after they are available.

We are glad to refer requests for information about food service problems to the appropriate regional office.

Yours sincerely,

Jennie Mohr,
Associate Industrial Economist

JM/ml

Files
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WAR FOOD ADMINISTRATION
OFFICE OF DISTRIBUTION
~~FOOD DISTRIBUTION ADMINISTRATION~~
WASHINGTON 25, D. C.

July 26, 1944

WOMEN'S BUREAU
JUL 27 1944
DEPARTMENT OF LABOR

Miss Mary Anderson
United States Department
of Labor
Woman's Bureau
Washington 25, D. C.

Dear Miss Anderson:

Your note of July 11, has been referred to me by Mr. J. C. Leukhardt.

We have sent the United Packinghouse Workers of America a number of publications on food and nutrition for use by children as well as adults. I have also requested the Labor's Committee on Food and Nutrition to mail them some relevant publications issued by labor.

Sincerely yours,

Mark Graubard

Mark Graubard
Labor Education
Nutrition Programs Branch



June 12, 1944

Dr. Robert S. Goodhart, Chief
Industrial Feeding Programs Division
Civilian Food Requirements Branch
Office of Distribution
War Food Administration
Washington 25, D. C.

Dear Dr. Goodhart:

Thank you very much for your comments on the nutrition section of my forthcoming bulletin. I shall certainly incorporate your suggestions.

In addition to the material actually reported in the bulletin, I have listed very few references on nutrition since I was greatly limited in space allowed for such reference. The enclosed is a list of all other suggested reading in addition to the material that was directly referred to in the text. If you have suggestions about more important things that should go in, I should be very glad to have them.

Thanking you for your assistance, I am

Very truly yours,

Jennie Mohr,
Associate Industrial Economist

Files
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WAR FOOD ADMINISTRATION
~~FOOD DISTRIBUTION ADMINISTRATION~~
Washington 25, D. C.
Office of Distribution

WOMEN'S BUREAU
MAY 15 1944
DEPARTMENT OF LABOR

May 13, 1944

Miss Mary Anderson, Director
U. S. Department of Labor
Women's Bureau
Washington 25, D. C.

Dear Miss Anderson:

Mr. William C. Ockey, Assistant Chief of the Civilian Food Requirements Branch, has referred to us your letter of May 2 regarding the provision of milk for employees at the North American Aviation Plant in Kansas City.

You indicate in your letter that a request for additional quota to make possible the sale of more milk to North American Aviation has been submitted to the Dallas office. We presume you have reference to the market agent's office at Kansas City where such requests are required to be filed.

Under the established procedure the market agent considers any requests for additional quota in the first instance. After the market agent has considered and acted on a request, it is submitted to this office for review. The market agent has authority to grant relief for a period of up to 60 days.

We wish to assure you that the request you have in mind will be carefully considered after it is received in this office.

Very truly yours,

Wm C Welden

Wm. C. Welden, Assistant Chief
Dairy and Poultry Branch

copy sent
miss Wolfe 5/20
by WCW

WAR MANPOWER COMMISSION

CONFIDENTIAL
Not For Publication

U. S. DEPARTMENT OF LABOR

July 1951

WOMEN'S BUREAU

- - -

COPY OF WAR MANPOWER COMMISSION STATEMENT ADOPTED DURING WORLD WAR II

Policy on Recruitment, Training and Employment of Women Workers

The increase in our armed forces and the expansion of the war production program necessitate the maximum utilization of our labor resources. The present number of gainfully employed workers, both men and women, is inadequate to fill even the immediate requirements of the war production program. In many areas the lack of adequate housing and transportation facilities compels full use of the local labor supply. These considerations require that substantially increased numbers of women be employed in gainful occupations in war production and essential civilian employment, especially in areas of labor scarcity. The recruitment and training of women workers must be greatly expanded and intensified. In carrying out this program for the utilization of women workers, normal family life should be preserved and maintained to the maximum extent consistent with all-out production. The active cooperation of Government agencies, educational institutions, management, labor, and women able to accept employment is essential.

To promote the rapid and orderly induction of women into the labor market and to insure their subsequent employment and training opportunities, the War Manpower Commission hereby declares as basic national policies for the recruitment, referral, training and employment of women that:

I. Recruitment and Referral of Women Workers

(a) Qualified women who are unemployed and who are registered in local offices of the United States Employment Service be referred to employment and training opportunities on a basis of equality with men, due regard being given to their qualifications for the available work, to the physical requirements of the occupations, and to working conditions;

(b) Women without children under 14 years of age be actively recruited for employment and training, but this principle shall not be construed to mean that women who are responsible for the care of young children and who desire work are to be deprived of an opportunity for training or employment;

(c) Special efforts to secure the employment of women with young children be deferred until all other sources of local labor supply have been exhausted, in order that established family life will not be unnecessarily disrupted;

(d) In those areas in which industrial concentration and lack of housing, transportation, and other community facilities compels the fullest utilization of every labor resource in the locality, every effort be made to utilize fully, women qualified and able to contribute to war production or essential civilian employment before workers are recruited from outside the locality;

(e) Adequate facilities be provided for the care of the children of working mothers, which facilities should be developed as approved community projects and not under the auspices of individual employers or employer groups;

(f) Every effort be made to recruit and refer women, including older women, for employment or training on the basis of their qualification for an occupation without discrimination because of race, national origin or creed.

II. Training of Women Workers

(a) Where pre-employment training is desirable and employment opportunities are or will be available, women be referred to war production pre-employment training courses conducted by public vocational schools on a basis of equality with men; that is, on the basis of their qualification for the occupation in which training is offered, due consideration being given to the physical requirements of the occupation;

(b) Women be admitted on a basis of equality with men to enrollment in the Engineering, Science, and Management War Training Program conducted by colleges, universities, and technical schools in cooperation with the United States Office of Education;

(c) Women workers now employed be encouraged to enroll in supplementary war training courses conducted by public vocational schools, in order that a greater number of women may prepare themselves for additional responsibilities and for upgrading within the plant;

(d) Women participate equally with men in plant training programs. Such programs should include adequate induction training, on-the-job training, upgrading, training for women foremen and supervisors, and technical training.

III. Employment of Women Workers

(a) Management and labor organizations remove all barriers to the employment of women in any occupation for which they are or can be fitted;

(b) Every method available be utilized to assure that women workers be completely accepted as a part of the Nation's manpower needed for all-out production;

(c) In order to provide a basis for efficient selection of women for training and job assignment and to increase the number of women employed, management immediately analyze all occupations within the plant from the unskilled to the technical levels; determine the types of work that women could do; take steps to prepare the plant for the maximum employment of women; consult with its supervisory staff and representatives of its employees' labor organizations in order to promote acceptance of women as co-workers and to help new women employees adjust to their working environment; and periodically review practices and policies and make such additional adjustments as are necessary to obtain full utilization of women;

(d) Wage rates, including the entrance rate, be determined for all workers on the basis of the work performed, irrespective of sex;

(e) The following basic principles whether or not incorporated in State laws and regulations be applied and preserved in order to promote maximum production efficiency and to safeguard the health and welfare of women workers;

(1) One day of rest in seven;

(2) An 8-hour shift and a maximum 48-hour week, except to the extent that temporary exemptions under adequate safeguards are necessary to meet emergencies;

(3) Adequate meal and rest periods or time, and proper facilities therefore; adequate medical care and other safeguards for health and safety;

(f) Every resonable effort be made to adjust assignments to shifts of women with young children, in such manner as will cause the least disruption in their family life.

IV. Women Able to Accept Employment

(a)Upon advice from a representative of the War Manpower Commission that additional women workers are required in their locality because of existing or imminent labor shortages, all women able to accept employment register for employment or training with the nearest local office of the United States Employment Service;

(b) Women interested in work outside their locality not leave their own community in search of work or training in another community without first

(1) registering for employment at the nearest local office of the United States Employment Service; and

(2) securing advice from such office that such work or training is available.

Effective date: October 17, 1942

U. S. Defaulting Debtor
Arm'c Bureau

July 1951

Copy

WAR MANPOWER COMMISSION

During World War II

Policy on Recruitment, Training and Employment of Women Workers

The increase in our armed forces and the expansion of the war production program necessitate the maximum utilization of our labor resources. The present number of gainfully employed workers, both men and women, is inadequate to fill even the immediate requirements of the war production program. In many areas the lack of adequate housing and transportation facilities compels full use of the local labor supply. These considerations require that substantially increased numbers of women be employed in gainful occupations in war production and essential civilian employment, especially in areas of labor scarcity. The recruitment and training of women workers must be greatly expanded and intensified. In carrying out this program for the utilization of women workers, normal family life should be preserved and maintained to the maximum extent consistent with all-out production. The active cooperation of Government agencies, educational institutions, management, labor, and women able to accept employment is essential.

To promote the rapid and orderly induction of women into the labor market and to insure their subsequent employment and training opportunities, the War Manpower Commission hereby declares as basic national policies for the recruitment, referral, training and employment of women that:

I. Recruitment and Referral of Women Workers

(a) Qualified women who are unemployed and who are registered in local offices of the United States Employment Service be referred to employment and training opportunities on a basis of equality with men, due regard being given to their qualifications for the available work, to the physical requirements of the occupations, and to working conditions;

(b) Women without children under 14 years of age be actively recruited for employment and training, but this principle shall not be construed to mean that women who are responsible for the care of young children and who desire work are to be deprived of an opportunity for training or employment;

(c) Special efforts to secure the employment of women with young children be deferred until all other sources of local labor supply have been exhausted, in order that established family life will not be unnecessarily disrupted;

(d) In those areas in which industrial concentration and lack of housing, transportation, and other community facilities compels the fullest utilization of every labor resource in the locality, every effort be made to utilize fully, women qualified and able to contribute to war production or essential civilian employment before workers are recruited from outside the locality;

(over)

(e) Adequate facilities be provided for the care of the children of working mothers, which facilities should be developed as approved community projects and not under the auspices of individual employers or employer groups;

(f) Every effort be made to recruit and refer women, including older women, for employment or training on the basis of their qualification for an occupation without discrimination because of race, national origin or creed.

II. Training of Women Workers

(a) Where pre-employment training is desirable and employment opportunities are or will be available, women be referred to war production pre-employment training courses conducted by public vocational schools on a basis of equality with men; that is, on the basis of their qualification for the occupation in which training is offered, due consideration being given to the physical requirements of the occupation;

(b) Women be admitted on a basis of equality with men to enrollment in the Engineering, Science, and Management War Training Program conducted by colleges, universities, and technical schools in cooperation with the United States Office of Education;

(c) Women workers now employed be encouraged to enroll in supplementary war training courses conducted by public vocational schools, in order that a greater number of women may prepare themselves for additional responsibilities and for upgrading within the plant;

(d) Women participate equally with men in plant training programs. Such programs should include adequate induction training, on-the-job training, upgrading, training for women foremen and supervisors, and technical training.

III. Employment of Women Workers

(a) Management and labor organizations remove all barriers to the employment of women in any occupation for which they are or can be fitted;

(b) Every method available be utilized to assure that women workers be completely accepted as a part of the Nation's manpower needed for all-out production;

(c) In order to provide a basis for efficient selection of women for training and job assignment and to increase the number of women employed, management immediately analyze all occupations within the plant from the unskilled to the technical levels; determine the types of work that women could do; take steps to

prepare the plant for the maximum employment of women; consult with its supervisory staff and representatives of its employees' labor organizations in order to promote acceptance of women as co-workers and to help new women employees adjust to their working environment; and periodically review practices and policies and make such additional adjustments as are necessary to obtain full utilization of women;

(d) Wage rates, including the entrance rate, be determined for all workers on the basis of the work performed, irrespective of sex;

(e) The following basic principles whether or not incorporated in State laws and regulations be applied and preserved in order to promote maximum production efficiency and to safeguard the health and welfare of women workers;

(1) One day of rest in seven;

(2) An 8-hour shift and a maximum 48-hour week, except to the extent that temporary exemptions under adequate safeguards are necessary to meet emergencies;

(3) Adequate meal and rest periods or time, and proper facilities therefor; adequate medical care and other safeguards for health and safety;

(f) Every reasonable effort be made to adjust assignments to shifts of women with young children, in such manner as will cause the least disruption in their family life.

IV. Women Able to Accept Employment

(a) Upon advice from a representative of the War Manpower Commission that additional women workers are required in their locality because of existing or imminent labor shortages, all women able to accept employment register for employment or training with the nearest local office of the United States Employment Service;

(b) Women interested in work outside their locality not leave their own community in search of work or training in another community without first

(1) registering for employment at the nearest local office of the United States Employment Service; and

(2) securing advice from such office that such work or training is available.

Effective date: October 17, 1942

6-2255-BU-COS-WP

PROPOSED STATEMENT OF WAR POLICY WITH REFERENCE
TO LABOR STANDARDS

The President has said that unrelenting production is the price of peace with victory and to this end he has ordered all war facilities to proceed immediately on a 24-hours-a-day, 7 days-a-week production basis. Time is short and the President's command must be complied with now.

The challenge to our freedom can and must be met at once by heroic efforts on the part of management, labor and Government. Wherever and whenever local labor markets are exhausted, and pending conversion of nondefense machine capacity and workers and the training of new workers, men and women now on the job must keep every machine running continuously regardless of the sacrifice entailed.

Shortages in available labor in the critical days ahead require relaxations in accepted standards. But every effort should be directed toward shortening the period during which all-out production is dependent upon continuance ~~mfx~~ of these relaxations. Industry must convert machinery and recruit and train labor as fast as humanly possible to assure early return to sound labor standards which ever any protracted period are essential to the maintenance of maximum production. Any other policy would be short-sighted since ultimately the quality and quantity of our production would be seriously impaired. These standards are the mechanisms of efficiency. Industrial history proves that reasonable hours, fair working conditions, and a proper wage scale are essential to high production.

The grim period of adjustment will be short because management, labor and Government will cooperate. To this end management must immediately institute intensive plant training and upgrading of workers. Labor must intensify its efforts to make this training successful. Government must expand and coordinate its training programs to increased labor supply.

All labor resources should be utilized to their maximum efficiency, and in particular full use made of all qualified local labor. The United States Employment Service is the official recruiting agency for industry. Management and labor have been specifically requested to use to the fullest Public Employment Offices and should comply with this request. To this end Federal and State authorities must devote their entire energies, giving intelligent guidance and effective coordination to, and where necessary, supplementing the efforts of industry.

This all-out program of production requires the employment of all labor in accordance with those practices which will result in the maximum continued output of every individual. The sole test of labor standards must be the effect on the efficiency of the individual to insure top war production. Based on this test the State laws and regulations embracing the following basic principles should be preserved except where modification may be necessary during the war period to assure maximum production:

(1) A maximum 48-hour week, since weekly hours in excess of this standard have been demonstrated to result in decreased rather than increased production when continued for any extended period of time.

(2) An 8-hour day, or the daily hours customarily worked in the particular establishment, industry or community.

(3) One-day-of-rest-in-seven, because experience has shown that this interlude has a revitalizing effect on the worker and a consequent beneficial effect on the total output.

(4) Adaptation of the hours of labor and working conditions to age and sex of the worker and the nature of the occupation.

(5) Provision should be made for adequate meal and rest periods from continuous work in order to preserve health and efficiency.

(6) Proper safeguards for health and safety go hand in hand with production efficiency and, therefore, greater care must be exercised in making plant conditions safe and healthful.

(7) Wage rates for women should be the same as for men, including the entrance rate.

These standards must be relaxed if and when necessary for total war production. There must be no relaxation of standards governing employment of minors under the age of 16. At the same time there must be vigilance to prevent any unnecessary abrogation or suspension of labor laws and regulations. There is no occasion to engage in a blanket suspension of labor standards. It would be unwise to sacrifice, where sacrifice is not required, the safeguards with which the country has sought to protect labor. Social gains, not inconsistent with war needs, must be conserved.

Form BM-513
(6-39)

FEDERAL SECURITY AGENCY
SOCIAL SECURITY BOARD

ROUTE SLIP

(Fold here)

DATE _____

To Miss Mary Anderson

BLDG. Dept. of Labor ROOM NO. _____

- ☐ Approval
- ☐ Comment
- ☐ Necessary action
- ☐ Note and return
- ☐ Note and file
- ☐ Investigate
- ☐ Signature
- ☐ See me
- ☐ As requested
- ☐ For your information
- ☐ Per telephone conversation

REMARKS

Unfortunately I find I do not have an extra copy of our typed report on Baltimore. I will show this to you sometime.

Attached are copies of some other material which may be of interest to you.

(Fold here for return)

16—10956 GPO

FROM / To Helen H. Ringe

BLDG. h ROOM NO. 709

From confidential mms. (Copyright)

Manuscript from the Public Affairs Committee on "The Manpower Crisis in Baltimore"
by Sanford Griffith

Absenteeism

Absenteeism, mainly in the mass-production steel, shipbuilding, and airplane plants, is handicapping production. Men simply stay away a day or so each week, thus reducing the output of a plant operating officially on a 7-day week schedule to 5½ or 6 days. Some workers lay off because they are pushed too hard too long, but there is too little sense of solidarity with management and of participation in getting out production. The small parts and precision factories did not suffer much from absenteeism and large turnover because they were old plants with an established personnel. But some of the new, large, rapidly-expanding war production plants were having serious trouble with men playing hookie.

A time-keeper at one of the shipyards placed absenteeism as high as 30 percent on some day,s the daily average being between 15 and 20 percent. The main causes were:

1. In a plant operating on a seven-day basis, the men cannot stand the pace more than a certain length of time. Some stay away to rest, and amuse themselves. Wives complain about being "war-industry widows."

2. Transportation difficulties contribute to absenteeism. Men who use the street-car lines get fed up with overcrowding and standing, strap-hanging, and just give up trying to get to work. Of the 70 to 80 percent who go to the plant by automobile, absenteeism is excused by a car breakdown, or by missing the auto.

3. Legitimate absence from work due to illness or other unavoidable causes accounts for only a small percentage, and does not exceed the normal average.

The net result, concluded the time-keeper, is that although the plant is working on a 7-day schedule to meet contract conditions, the employees do not work more than 5½ to 6 days each week. Such a fiction should be dropped unless the conditions that provoke it are frankly faced and the obstacles to maximum production removed.

WOMEN'S BUREAU FILES
CROSS REFERENCE

NAME ~~Title from~~ War Man Power
War History

NUMBER

DATE

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SUBJECT

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(W.B. 50-399)

British

Development of Man Power Policy.

1. Registration, Medical Examination and Calling-up for the Armed Forces.
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3. Home Guard.
4. Extension of Military Age to 50.
5. Extension of the National Service (Armed Forces) Act to Women.
6. Co-ordination of rate of Calling-up with provision of Equipment.
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11. Reservation of Women.
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        - (ii) Women
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22. Personnel Management and Welfare.
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DEVELOPMENT OF MAN POWER POLICY.

1. Registration, Medical Examination and Calling Up for the Armed Forces.

The National Service (Armed Forces) Act, 1939, made all men from 18 to 40 years of age inclusive liable on proclamation to be called up for service in the Armed Forces. It imposed upon the Minister of Labour and National Service the duty to register, medically examine, and call up men as required for the Armed Forces.

The liability of men to be called up is determined from time to time by the issue of Royal Proclamations each of which extends the operation of the National Service Act to particular age classes. The registration of particular age classes is arranged so as to provide a sufficient flow of men for the Fighting Services and the date on which men in a particular age class are to register is announced through the press and wireless. Registration takes place at the Employment Exchanges, one age class or half an age class at a time. Men are allowed to express a preference for the Navy or Air Force if they wish, but there is no guarantee that they will be called up to the Service of their choice.

After registration, those men who are not reserved for industry under the measures described below are called for medical examination by a Medical Board consisting of 4 doctors, who are required to grade men in 4 categories, I, II, III and IV. Normally, only men in Grades I and II are called up. Those passed as medically fit for service in the Forces form the reservoir from which men are called up for training in the numbers required to meet the needs of the Fighting Services. In allocating men to the various branches of the Forces account is taken of age, physical and mental standard, and civilian occupation and experience. Men with certain kinds of skill are earmarked for one or other of the many Service Trades (see paragraph 12).

The Act makes provision for conscientious objection, postponement of calling-up on account of exceptional hardship and reinstatement in employment on discharge from the Forces.

All men in the age classes 18½-40 inclusive have been registered, the total number so registered amounting to 7,035,000. Men in the 20 age-class were registered first and then successive age-classes up to 40; thereafter the 19 age-class was registered and finally the 18 age-class; men are not, however, posted to their units before reaching 18½. In general, men are called up by age-classes, the youngest first and single men before married men in a particular age-class.

2. Civil Defence.

The National Service Act, 1941, extended the liability of men to be called up under the 1939 Act to a Civil Defence Force (i.e. Police War Reserve, National Fire Service and Civil Defence Reserve).

Defence Regulations have been made by Order in Council giving power to direct men and women into the Civil Defence Services, either whole time or part time. Under this power it is possible to direct persons to Civil Defence in the same way as they are at present directed to industry.

3. Home Guard.

A Defence Regulation has been made giving the Minister of Labour and National

Service power to call up men for part-time service in the Home Guard. The procedure is operated through the Employment Exchanges.

The Home Guard has been placed in exactly the same position with regard to military law as members of the Territorial Force in peace-time. Members of the Home Guard are not exempt from calling up to the Regular Forces.

4. Extension of Military Age to 50.

The National Service (No. 2) Act, 1941, increased the military age up to and including 50. Men in the age-classes 41 to 45 inclusive have been proclaimed but it is proposed to call up doctors and dentists only for the time-being.

5. Extension of the National Service (Armed Forces) Act to Women.

The National Service (No.2) Act, passed in December, 1941, made women liable to be called up for service in the Women's Auxiliary Services and the Civil Defence Forces. Women called up for the Women's Auxiliary Services and the Civil Defence Forces have the same statutory protection and safeguards as are enjoyed by men, as regards conscientious objection, postponement of calling up on grounds of exceptional hardship, and reinstatement on discharge from the Forces.

A Royal Proclamation has been issued making liable to service single women and widows without children in the age-classes 20-30 inclusive. At present only women in the 20 and 21 age classes (i.e. those born in 1921 and 1920) are being called up. Women in these age groups are given an option between -

(a) the Women's Auxiliary Services;
(b) Civil Defence;
(c) Such specified jobs in industry as the Minister of Labour and National Service may from time to time direct.

Women called up for the Auxiliary Services are only required to use lethal weapons if they volunteer to do so. Also women called up are so far as practicable posted to units near their homes.

Married women and women with children under 14 of their own living with them are exempted from compulsory service in the Women's Auxiliary Services and Civil Defence Forces, but they can, of course, volunteer for these Services.

6. Co-ordination of rate of Calling Up with Provision of Equipment.

Subject to any overriding strategic considerations the policy adopted has been to call up men for the Armed Forces at a rate corresponding to that at which the necessary equipment can be made available.

7. Schedule of Reserved Occupations.

The instrument which has been used for adjusting the balance between the requirements of the Forces for men and the needs of industry has been the Schedule of Reserved Occupations. Persons at or above the age of reservation for their occupations are reserved for industry; persons below the age of reservation are normally called up for the Forces. Alterations have been made in the Schedule from time to time to meet the changing circumstances of the situation so as to accord with the changing requirements of the Forces and of Industry.

8. Deferment.

In order that key men or other persons below the age of reservation for their occupation engaged on vital war production should not be called up for the time being, a system of deferment has been in operation. This has added a measure of flexibility to the general scheme of block reservation.

9. Register of Protected Establishments.

Later, as part of the system of block reservation a further refinement was introduced by giving certain occupations two ages of reservation. Men employed in Protected Establishments in one of these occupations having two different ages of reservation are reserved at the lower of the two ages, while those in an unprotected establishment are reserved at the higher age. The object of "protection" is to prevent firms engaged on certain kinds of work of urgent national importance from losing to the Armed Forces too many of their men in the younger age-classes in vital occupations and at the same time to make available for the Forces, or for more urgent civil work, men of the same age classes in these occupations employed by firms engaged on work of less urgency.

10. Replacement of system of Block Reservation by a System of Individual Deferment.

The present system of block reservation by occupation is being replaced gradually by a system of individual deferment. The method of block reservation under the Schedule of Reserved Occupations was a sufficiently good and flexible instrument so long as there was not an acute shortage of man power. The system was modified by introducing "protection" which provided a rough test of the importance to the war effort of the work upon which men were engaged. The situation at the end of 1941 demanded a further refinement in the system so that men should no longer be reserved by virtue of their occupation but that the sole test should be the importance to the war effort of the work upon which they are engaged. What was required was to put a sharper edge on the instrument already provided by the Schedule, and accordingly a system of individual deferment has been instituted. This is being carried out by raising the age of reservation for all occupations by monthly steps of one year commencing on 1st January, 1942, individual deferment being granted only to men engaged on work of national importance.

Services such as the Merchant Navy, Civil Defence, Royal Observer Corps, and the Police, the Medical and Dental Professions, Veterinary Surgeons, Students, Lay Evangelists and Lay Brethren, are excluded from this scheme. Exceptional arrangements are also being made for certain industries where special problems arise, e.g. coal mining, agriculture and building and civil engineering. The Civil Service and Services allied thereto are dealt with by a special Committee. Certain other services and professions are dealt with under special schemes, administered at Headquarters.

Applications for deferment are dealt with by 44 District Man Power Boards. These Boards also deal with applications for the renewal of existing deferments (see para. 8). Each Board consists of a Chairman, a Labour Supply Officer, a Military Recruiting Officer, a Deferment Officer and a Woman-Power Officer, and exercises on behalf of the Minister of Labour his powers under the National Service Acts. The Chairman and the other members of the Boards are officers of the Ministry of Labour and National Service, either temporary or permanent. The duties of the Woman-Power officer are to direct the activities of the Local Offices of the Ministry within the ambit of the Board in regard to women and to advise the Board on questions particularly affecting women.

The objects of the scheme are -
(1) to maintain the Armed Forces at the strength required;
(2) to ensure that the necessary men are retained in industry and that those retained are engaged on work of importance to the war effort; and
(3) to obtain a flow of men into, and a redistribution in, the munitions industries, by transferring men from less essential work to work of greater importance to the war effort.

Before deferment of a man's calling up is granted, it must be established that -
(1) the employer is engaged on work of national importance;
(2) the work performed by the man is essential to the employer;
(3) the man cannot be replaced by someone not liable to be called up;
(4) the position which would be created by the calling up of the man cannot be met by other means, such as reorganization.

When deferment is not granted in respect of the employment which is the subject of the application, men are dealt with in one of the following two ways -
(1) Men in the munitions industries, in the gas, water, and electricity supply industries, or in scarcity occupations vital to the war effort in other industries are, in general, transferred to work of more importance to the war effort;
(2) others are medically examined -
(a) if fit, they are called up for the Armed Forces or Civil Defence as required;
(b) if unfit, i.e. if after medical examination they are placed in Grades III or IV, they are dealt with as in (1).

11. Reservation of Women.

There is no Schedule of Reserved Occupations for women, but women who are engaged in certain vital war work or service are regarded as reserved from calling up.

The work from which women are not called up is as follows -
Agriculture and Forestry, including the Women's Land Army;
Canteen and Hostel work;
Civil Defence;
Cotton spinning, Doubling and Weaving;
Dentists;
Doctors;
Employment under Government Department or Local Authority;
Hospital and Nursing Services;
Munitions work;
Navy, Army and Air Force Institutes;
Public Utility Services, i.e., Gas, Water and Electricity;
Religious Sisters and Deaconesses in recognized religious bodies;
Teaching Profession;
Timber Production;
Transport Services;
Veterinary Surgeons;
Women's Auxiliary Police Corps.
Ancillary workers, such as clerks, time-keepers, caretakers, messengers, cleaners, etc. are not included in this reservation.

Other women may have their calling-up deferred if they are engaged on work of importance to the war effort and it is in the national interest that they should not be moved from their present work.

12. Service Tradesmen.

Large numbers of skilled tradesmen are required by the Forces for the maintenance and repair of mechanical equipment. Skilled tradesmen are not called up for general service in the Armed Forces - they are only called up if they are needed in the Forces in their trade capacity. A Committee presided over by Sir William Beveridge made investigation in 1941 into the needs of the Forces for tradesmen and the use to which the Services are putting their existing tradesmen personnel. The Committee recommended a considerable reduction in the demands of the Armed Forces for tradesmen.

13. Technical Personnel.

Questions relating to the supply and demand of technical personnel for the Armed Forces and for industry, particularly for mechanical, electrical and civil engineers and for radio personnel, have been dealt with by an Inter-Departmental Committee under Lord Hankey.

The needs of the Forces are great and it is necessary to withdraw professionally qualified engineers from industry to meet those needs.

The Universities and University Colleges have co-operated in organizing special training courses and a system of State bursaries has been instituted under which young men and women of the prescribed educational standard are granted an allowance sufficient to pay their University fees, together with a maintenance grant.

In addition, the Ministry of Labour and National Service, through the Central Scientific and Technical Register, has arranged with the Board of Education for the establishment of 6 months' intensive courses at Technical Colleges for the training of mechanical and electrical engineers. The full cost of the courses are borne by the State and trainees receive a maintenance allowance during training.

These intensive training schemes are provided both for the benefit of the Forces and for the assistance of industry.

14. International and Overseas Man Power.

An International Labour Branch of the Ministry of Labour and National Service has been set up for the purpose of finding employment for allied and friendly alien nationals. All persons of Belgian, Czech, French, Netherlands, Norwegian, Polish, Austrian, German and Italian nationality were required to register under the International Labour Force Registration Order, 1941. Special Employment Exchanges have been established to assist these foreign men and women in obtaining employment useful to the war effort; numbers of them are being trained at the Government Training Centres (see para. 17) to fit them for munitions work. Others are having their services utilized in the Auxiliary Military Pioneer Corps.

Labour with special qualifications has been brought from the Dominions and Colonies for examplse, lumbermen have been brought from Newfoundland for tree felling; similar men have been brought from British Honduras, while men with some

engineering training have been brought from the West Indies. Indians have been brought from India for training in the Government Training Centres (see para. 17) in order to supply India with a nucleus of trained munition workers.

Workers of all kind are recruited from Eire, particularly building and civil engineering workers for whom special arrangements are in operation under which recruitment is carried out by the Federation of Civil Engineering Contractors.

Use is also being made of Italian prisoners of war, particularly in agriculture and to some extent in civil engineering.

15. Man Power for Industry.

The supply of man power to the war industries is of equal importance to the supply of men to the Forces. The main problems have been -

(a) the securing of the utmost economy in the use of highly skilled labour in view of its shortage;
(b) the training of workers to increase the supply of skilled and semi-skilled labour; and
(c) the proper control, distribution, and supply of the available skilled, semi-skilled, and unskilled labour.

16. Economy in the Use of Skilled Labour.

The securing of the utmost economy in the use of highly skilled labour and the training of workers depends mainly on the energy and initiative of employers. To assist in stimulating the breaking down of highly skilled work, upgrading, dilution and transfer, the Ministry of Labour and National Service has a large staff of Labour Supply Inspectors with technical experience.

It is the duty of these Inspectors to examine the way in which skilled workers are being used, to advise how processes can be sub-divided and simplified and to stimulate the upgrading of semi-skilled workers to carry out skilled operations and introduce unskilled men and women to replace the upgraded workers. It is also their duty to secure the release of skilled men for transfer to work of greater importance or to some new or expanding establishment. The release and transfer of skilled men is done in co-operation with the Supply Departments.

Inspectors with similar duties have been appointed for shipbuilding, building and coal mining. Inspectors have also been appointed for combing-out unskilled labour.

17. Training.

(a) Fit Persons.

Large numbers of workers have been trained by employers in their workshops and by Supply Departments in their own establishments. Training to a high standard of skill has been going on in 39 Ministry of Labour Training Centres supplemented by training at 300 Technical Colleges and similar establishments.

Training is available in the following trades -

Draughtsmanship
Fitting
Instrument Making
Machine Operating

Panel Beating and Sheet Metal Working
Welding - Electric
Welding - Oxy-Acetylene
Electrical Installation
Inspecting and Viewing
Motor Mechanics.

Men registered under the National Service Acts are accepted for training only if they have been placed in Grades III or IV, but apart from this exception, all suitable persons, including women, over the age of 16 who are not already engaged in work of national importance are accepted.

Trainees 19 years of age and over are employed by the Ministry of Labour and National Service under a contract of service and are paid wages by the Ministry. Trainees under 19 receive weekly allowances.

Training courses normally last from 8 weeks to 5 months, but vary according to the progress made by the trainee and to the work which he or she is going to do in industry. The draughtsmanship course may last 30 weeks or more.

Upgrading and higher grade courses of training have also been instituted in order to assist employers in their own training effort. Under this scheme an employer is able to get his skilled operatives trained to a higher degree of skill free of charge. The courses are given in Government Training Centres, Technical Colleges and industrial establishments where the equipment and instructors are available. The length of the course varies according to the type of instruction given, but is normally about 6 weeks.

In conjunction with the Board of Education and the Scottish Education Department, the Ministry of Labour and National Service have organized courses of lectures in Foremanship at various Technical Colleges throughout the country. The courses are normally of 24 or 72 hours duration according to local circumstances and are usually given in two evening meetings of two hours each per week. The lectures cover the following subjects -

General Principles of Foremanship and Supervision
Principles of Production and Planning
Elements of Labour Management
Costing and Remuneration.

Similarly, courses of lectures on the work of Women Supervisors are organized at Technical Colleges throughout the country. The courses are normally of 30 hours duration and classes are held outside working hours at meetings usually lasting 2 hours. The lectures cover the following subjects:-

General Principles of Workshop Supervision
Factory Organization
Method of Timekeeping and Payment
Elementary Workshop Practice
Factory Legislation (including special war-time measures).

Another branch of training organized in conjunction with the two Education Departments is the training at Technical Colleges of canteen workers required as a result of the Government's communal feeding policy. Full-time courses are being run for canteen cooks and canteen manageresses

of six and three weeks duration respectively. In addition there are being organized at Technical Colleges part-time courses in canteen management of 24 hours duration open to all workers holding or likely to hold executive positions in relation to canteens.

(b) Disabled persons.

In October, 1941, the Minister of Labour and National Service, in agreement with the Health Departments and the Ministry of Pensions, introduced an Interim Scheme for the Training and Resettlement of disabled persons This is a war-time scheme and is designed to bring as far as possible into the war effort those disabled persons who can be made fit again for employment. The scheme applies to all disabled persons, no matter what the cause of the disability may be. Under the scheme men approaching the end of their period in hospital or similar institution are interviewed to see what can be done for them, either in the way of training, or immediate employment.

18. Control of Labour.

The control of labour has been effected by -

(a) Powers under the Defence Regulations.

The Defence Regulations were amended in May, 1940, to give power to the Minister of Labour to direct any person of any age in the United Kingdom to perform any service which that person is capable of performing at "the rate for the job". These widespread powers have been used with discretion. The effect is not to be measured by the number of individual directions which have been given. The powers provide the sanction behind the large scale movement of labour into the vital war industries and the wide re-distribution of labour that has taken place within those industries.

These Regulations provide the basis on which the main man-power plan for industry is founded.

(b) Restriction on Engagement Order.

This was one of the first steps taken by the Government. It was an immediate step which was required in order to stop the growing evil of the poaching of skilled labour. The Order ensured that all engagements in the Engineering, Electrical Installation, and Building industries, should be made through the Employment Exchange machinery of the Ministry of Labour and National Service.

(c) Special Registrations.

Men with special types of skill such as engineers, electricians, shipbuilders, miners, were registered at different times in order to ascertain the whereabouts of those employed in less essential industries, so that they could be transferred to the war industries where their services were urgently needed.

(d) Essential Work Order.

The initial measures taken under the Restriction on Engagement Order and the special registrations were part of a short term policy. It became obvious early in 1941 that it was necessary to develop the long term policy and that greater powers were needed to secure the stabilization of labour in the essential war industries. The Essential Work Order was accordingly devised, the main object of which is to prevent unnecessary turnover of labour. Under the Order the employer's freedom to discharge a man and an

employee's freedom to leave his employment, are drastically restricted, the permission of a National Service Officer being required except in certain special types of cases. The Scheme provides for a right of appeal to a local Appeal Board where permission is refused. There is also a guarantee to the workers of a minimum wage.

There is a General Provisions Order which has been applied to the Engineering Industry and a number of other war industries. Special orders have been applied to shipbuilding and ship repairing, the Merchant Navy, building, civil engineering, coal mining, the docks, the railways, and to agriculture in Scotland.

The General Provisions Order and the Special Orders have been amended from time to time in the light of experience. For example, the General Provisions Order was recently amended to make it an offence to be absent from work or persistently late without reasonable excuse.

Special Dock Schemes have been devised at Liverpool and Glasgow under which the casual system of dock labour has been abolished. Also a Docks Corporation has been formed to regulate employment in the other docks of the country, and schemes are already in operation at Bristol and Avonmouth, the South Wales ports and in London.

The Essential Work Orders have been successful in their objective of stabilizing employment in the essential industries of the country. 5½ million workpeople are now covered.

(e) Restriction on Transfer Order for the Building and Civil Engineering Industries.

In December 1941 the Minister made a Restriction on Transfer Order for the Building and Civil Engineering Industries under which contractors are not allowed to transfer workers (subject to certain exceptions) from one place to another in their employment without the permission of the National Service Officer. The Order also includes provisions under which the employer must give the National Service Officer notice of all terminations of employment, and workers, on leaving employment, must call at an Employment Exchange. These measures which are additional to the Restriction on Engagement Order (see (b) above) and the Essential Work Order (see (f) below) for these two Industries, are designed to secure a large degree of control in the movement of labour in order that labour preferences may be observed and that labour may be disposed to the maximum advantage.

(f) Control of Engagement Order for Women.

This Order was made in January, 1942. It provides, subject to some exceptions, that from 16th February, 1942, no woman aged 20 to 30 may be engaged for employment otherwise than through the Employment Exchange machinery of the Ministry of Labour or an approved agency. The object of the Order is to ensure that as women in the age group 20 to 30 become available (largely as the result of measures for Limitation of Supplies and Concentration of Production referred to below) they shall be placed in the employment in which they are most needed in the national interest. It also filled a gap in the existing arrangements by ensuring that a woman within the scope of the Order could not change her job without the knowledge of the Exchanges.

Pending the extension of the Order to age-classes above 30, the Restriction on Engagement Order (see para. 18 (b)) was limited by exempting women over 30 in order to remove the differentiation between employers in the Engineering, Electrical Installation and Building Industries and those in other industries.

19. System of Labour Preferences.

With the increasing shortages of labour it has been necessary to develop a system of labour preferences so as to get labour available into the vacancies where the demand is greatest at the time having regard to the needs of current production. Preferences for skilled engineering labour are determined by a Committee of officials of the Supply Departments and the Board of Trade under Ministry of Labour Chairmanship. The Committee decides firms to which all mobile skilled engineering labour should be directed until the demands are met, and every effort is made to keep the list as short as possible. The same Committee determines preferences for unskilled male and unskilled female labour. These preferences are regularly reviewed fortnightly. Specialized labour preference systems have also been developed for other special classes of labour for example, shipbuilding, iron and steel, chemicals and building.

20. Distribution and Supply of Labour.

The distribution and supply of labour has been effected by -

(a) Absorption of the Unemployed.

At the outbreak of war the number of unemployed was 1,232,000, whereas today it is approximately 188,000. Also at the outbreak of war the number of wholly unemployed consisted of 730,000 men, 35,000 boys, 168,000 women and 35,000 girls. The corresponding figures for February 1942 were 89,000 men, 10,000 boys, 51,000 women and 11,000 girls. Of the 89,000 men wholly unemployed, 27,000 have been classified by interviewing panels as unsuitable for ordinary industrial employment. A recent analysis of the Unemployed Register in one area showed that of the 1,055 women registered as unemployed two-thirds were married. Among the 300 single women who were wholly unemployed 100 were immobile on account of domestic circumstances and 112 were physically or mentally handicapped. Thus, only about one in twelve of the women on the Unemployed Register could be considered as available for transfer. Similar results were found at other places.

Panels of the Local Employment Committees attached to the Exchanges interview wholly unemployed men and women who have been on the Unemployed Register for 2 weeks or more. In this way an impartial and authoritative review of each case is made every fortnight until the worker is placed in employment or is found to be unsuitable for ordinary industrial employment.

(b) Limitation of Supplies and Concentration of Production.

Labour has been released as a result of the reduction of activity in the less essential industries through the Limitation of Supplies and the Concentration of Production. Up to the end of February, 1942, the certificates issued by the Board of Trade provided for the release of over 230,000.

The most important industries to which the Limitation of Supplies and Concentration of Production have been applied are cotton, wool, silk and artificial silk, linen, lace, jute, hosiery, gloves, boots and shoes, carpets, leather goods, pottery, glass, cutlery, jewellery and plate, toys and photographic goods.

In order to prevent workers disappearing on concentration, arrangements have been made for the Ministry of Labour and National Service to be supplied by employers with the names and addresses of all their workers as soon as the question of concentration is under consideration. The machinery of the Industries (Record and Information) Order is used. This procedure also ensures that if additional workers are subsequently engaged those in excess of the agreed quota can be withdrawn. Measures for the Control of Engagements are described in paragraphs 18 (b) and (f) above.

(c) Registration of Men and Women.

Much transference of workers from less essential to more essential work has been effected by voluntary methods, but as these proved insufficient to secure transference on the scale required, an orderly and comprehensive plan was evolved to enable the Ministry of Labour and National Service to allocate men and women to the work in which their services are most required. Under this plan individual men and women are registered by age classes and the labour distributed in accordance with requirements.

(i) Men. Men in the age classes 41 to 45½ inclusive have so far been registered -

Total	1,266,000
Number interviewed	350,000

It was not expected that any large numbers would be forthcoming from these age classes as the great majority of the men in them are engaged on work of national importance, and the main object of the registration was to pick up the residue of men not engaged on important war work.

(ii) Women. Women in the age classes 20 to 35 (inclusive) have so far been registered under the Registration for Employment Order -

Total	5,140,000
Number interviewed (up to end of February)	1,370,000

Registration of women by age classes up to age 40 is proceeding. These registrations will take place at fortnightly intervals from 2nd May when the 1904 class will be registered. Also those born in 1922 will be registered on 11th April, 1942, and those born in 1923 on 27th June.

Interviews are now taking place at the rate of about 40,000 to 50,000 a week, and placings either to the Women's Services or to Industry are being effected at the rate of about 15,000 a week.

These results do not show the whole picture as registration itself stimulates voluntary transfer to the munitions industries and voluntary recruiting to the Women's Services.

Women are called for interview in the order in which they are expected to be most readily available. There are three categories -

(1) those who appear to be available for war work; these are called for interview forthwith;
(2) those engaged on some important work from which it has been decided

that women should not be moved for the time being; these are not being called for interview at present, but their interviews are only deferred;

(3) those engaged on vital war work or those with children of their own under 14 living with them; these are not being called for interview.

The registrations have disclosed that of the total number of women registered over 60% are married. Of the single women and widows registered over 90% are in employment or working on their own account; of the married women over 31% are in employment or working on their own account. This means that there were only about 190,000 single women and widows of the registered ages who at the date of registration had no occupation apart from household duties.

It is clear that the numbers of women available for the war effort are largely restricted by domestic responsibilities, that the numbers with no employment and no household responsibilities are small, and that a large proportion of the women are already in employment.

Although there has been a considerable measure of dispersal throughout the country, there is an inevitable concentration of war production in some areas, and it is not possible to meet the requirements of the war industries for labour without a widespread transfer of women from less essential to more essential work and by the widest use of part-time labour.

A carefully planned policy has been worked out. Stated briefly, it is to transfer women from areas where there is woman-power to spare to areas where there is a shortage. At the interview women are divided into two categories - mobile and immobile. If a woman considers that she is not mobile and the Employment Exchange does not agree, her case is put to the Women's Panel attached to the Exchange.

With a view to carrying out this policy Great Britain has been divided into three different kinds of areas -

(1) those in which the supply of women, mobile and immobile, is not sufficient to meet the existing demands, which can therefore only be met by a substantial importation of women (i.e. scarcity areas);

(2) those in which the existing demands require the services of every available woman in the area, mobile and immobile, but do not need importation;

(3) those in which the supply of immobile women is sufficient to meet existing demands, the mobile women thus being available for transfer.

In the first two areas ((1) and (2) above), all mobile and immobile women are placed locally in preference vacancies. Mobile women from the last-named areas ((3) above) are transferred to preference vacancies in the first-named areas ((1) above).

Great Britain is divided into 11 Regions. These Regions have been divided into Demand Regions and Supply Regions. A Demand Region has been linked with one or more Supply Region. The first duty of a Supply Region is to supply mobile women to preference vacancies in scarcity areas in their own Region; thereafter mobile women are supplied to scarcity areas in Regions linked with their own.

A corollary of the registration procedure is the withdrawal of women by

orderly and agreed arrangements after consultation with the representatives of both sides in Industry. This method ensures that where large numbers of women are to be withdrawn from an industry those who can be best spared are withdrawn and the least disturbance is in consequence caused to the industry. In accordance with this procedure arrangements have been made to withdraw all women aged 20 to 25 except those in special key positions, from firms engaged on Government work in the heavy clothing industries, while all registered women are being withdrawn from firms not on Government work; women 26 and over are being withdrawn with prior substitution. In the light clothing industry all women aged 20 and 21 are being withdrawn, and women aged 22 and over are being withdrawn subject to prior substitution from firms engaged on light utility clothing for the Government; all women in firms not engaged on utility clothing are being withdrawn. In the woollen and worsted industry all women aged 20 to 25 are being withdrawn. In the retail trades, other than the food trades, all women aged 20 to 30 are being withdrawn with the exception of those aged 26 to 30 who have special qualifications or hold key positions. In the retail food trades, all women aged 20 and 21 are being withdrawn, while those aged 22 and over are being withdrawn on prior substitution. Local Authorities and Government Departments are taking action on similar lines to release mobile clerical staff to the maximum of their ability.

The employment of women on a part-time basis is being rapidly extended. Part-time employment is particularly suitable for shops, but it is also suitable for offices and factories. The Ministry of Labour and National Service, for example, has instituted the system at one of its offices employing a large number of women, with much success. Retail distributive firms and engineering and other factories have also started the system which is working most successfully and efficiently.

For the purpose of stimulating and assisting in the mobilization of women for part-time employment, special Panels of the Local Employment Committees have been set up. These Panels are taking steps to classify the immobile women on their registers into three categories -

(1) women available for full-time work in their own localities;
(2) women available for part-time work;
(3) not available.

21. Training for Boys and Girls aged 16 and 17.

All boys aged 16 and 17 have been registered and girls aged 16 and 17 are being registered on 25th April and 28th March, 1942, respectively. They are being interviewed under arrangements made by the Youth Service Committee of the Education Authorities, who will thus be able to establish direct contact with them. Those who are not already fully occupied and undertaking some form of training or national service, either as members of some voluntary organization such as the Boys' and Girls' Clubs, Young Farmers' Clubs, Guides, Scouts or Brigades, or of a Youth Centre, or of one of the junior Service Organizations, such as the Air Training Corps or the Sea and Army Cadets, or the Home Guard, will be encouraged to join one or other of the various organizations. In particular, fit boys will be given every encouragement to undertake some form of pre-service training.

22. Personnel Management and Welfare.

If workpeople are to be directed to employment and they are not to have an unfettered right to leave their employment it is obvious that steps must be taken

to see that the conditions under which they work are satisfactory. Before a firm can be scheduled under the Essential Work Order the Minister of Labour and National Service has to be satisfied that the recognized terms and conditions of employment are in operation at that firm and that satisfactory welfare provisions exist.

The Minister of Labour has developed a Welfare Organization to secure improved arrangements for the welfare of workers both inside and outside the factories.

To assist the Ministry of Labour and National Service in welfare matters, a Factory and Welfare Advisory Board and a Seamen's Welfare Board have been established. The Factory and Welfare Board, of which the Minister of Labour and National Service is Chairman, includes individuals representative of the interests of workers and employers, of voluntary organizations and of health services. Its functions are to advise on welfare questions and to assist in developing and stimulating health, safety and welfare arrangements inside the factory and lodging, feeding and welfare arrangements outside the factory. The Seamen's Welfare Board, of which the Minister is also Chairman, includes individuals representative of the interests of seamen and shipowners, of seamen's voluntary organizations and of health services. Its functions are to advise on all questions concerning the welfare of British, Allied and Foreign seamen in British ports and of the crews of British ships in oversea ports.

Welfare arrangements inside factories are largely required by the Factory Acts and by Regulations made thereunder. The maintenance of proper standards with regard to a wide variety of welfare arrangements, including safety, lighting, heating, ventilation, are enforced under the Factory Acts. Also, the Chief Inspector of Factories has been given power under Defence Regulations to direct munition factories to appoint whole or part-time medical practitioners, nurses, and welfare supervisors. He also has been given power to direct munitions factories in which more than 250 persons are employed to make arrangements for the establishment and maintenance of suitable canteens where hot meals can be purchased by the employees. In consequence of these measures there has been a considerable development in the industrial medical service and of personnel management and a wid extension in the provision of canteens.

The importance of enlightened personnel management is continuously emphasized and the Ministry of Labour and National Service have arranged in co-operation with certain Universities a series of special training courses in that subject for candidates who are approved by a Selection Board appointed by the Minister.

The Welfare Officers of the Ministry of Labour and National Service have been engaged on developing and supervising welfare throughout Great Britain and in co-operation with other Government Departments have dealt with such questions as -

Reception of transferred workers
Housing, lodging and billeting of transferred workers
Feeding facilities for workers
Shopping facilities for workers
Travelling facilities for workers
Provision of day nurseries
Provision of hostels
Recreation and entertainment of workers

Rapid progress has been made recently with the provision of day nurseries in order to free mothers for war work; war-time nurseries are now being opened at the rate of over 50 a month. In addition, over 1,600 nursery classes are in operation providing for nearly 50,000 children. Play centres for children of school age have also been opened and provision is being rapidly extended.

Large numbers of up-to-date hostels to accommodate women who have been transferred from a distance have been opened. Additional hostels are being completed every month.

23. Consultation with Industry.

On general matters affecting labour policy the Minister of Labour and National Service consults a Joint Consultative Committee, of which he is Chairman, consisting of representatives of the Trades Union Congress General Council and of the British Employers' Confederation. The Committee meets regularly - normally once a fortnight.

On matters specially affecting the munitions industries an Engineering Panel, of which the Minister is Chairman, and consisting of representatives of the Engineering and Allied Employers National Federation and of the Unions concerned, has been established for consultative purposes and meets monthly.

On problems affecting women the Minister is advised by a Women's Consultative Committee, of which the Parliamentary Secretary to the Ministry is Chairman. The Committee consists of 9 experienced women, including 3 women Members of Parliament and 2 women Trade Unionists.

Ministry of Labour and National Service.
March, 1942.

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ESSENTIAL ACTIVITIES IN THE WAR MANPOWER PROGRAM

Shortly after the establishment of the War Manpower Commission, it became evident that the tremendous manpower requirements of the armed forces and of war production, coupled with the necessity for producting the goods and services necessary to meet the minimum needs of the civilian population, would require utilization of every means to promote the effective mobilization of the segiments of our wartime economy, however, a determination of the activities essential to the war effort was considered basix to certain policies that might be adopted.

A conference was called of all war agencies and other Federal agencies having a direct interest in the manpower problem for the purpose of establishing the principles involved in determining essential activities. This conference was in compliance with War Manpower Commission Directive I, which instructed the United States Employment Service, "After consultation or collaboration with the War Production Board, the War Department, the Navy Department, the Department of Agriculture, and such other departments and agencies which it may deem appropriate, to prepare and keep current for its own use and for the use of the appropriate departments and agencies of the Federal Government: (a) List of Essential Activities; (b) List of Essential Occupations; (c) List of Critical War Occupations."

The List of Essential Activities was approved by the War Manpower Commission In July 1942 and was transmitted to the local boards of the Selective Service System and to local offices of the United States Employment Service. At the same time, the War Manpower Commission appointed an INterdepartmental Committee on Essential Activities. This committee is authorized to make continuous review of the activities and occupations classified as essential and to make recommendations regarding the changes in the list. It consists of representatives of the war Department, Navy Department, Selective Service System, War Production Board, and War Manpower Commission. The staff of the War Manpower Commission has made its services available to the Committee and other agencies have contributed in providing advice and technical assistance. Since its establishment, the Committee has met in regular semi-weekly sessions, in addition to a number of special sessions, for the purpose of carrying out the functions assigned to it.

The Committee has followed the practice of requesting the participation of representatives of various governmental agencies in the consideration of activities and occupations in which the respective agencies have a special responsibility. Representatives of industry, trade associations, and other organizations wishing to make recommendations concerning the lists have been required to submit their recommendations in writing, although members of the Committee and its technical staff have been available at all times for conferences. On several occasions, the Committee has held hearings so that such representatives could supplement and elaborate upon their commendations.

The List of Essential Activities, as originally issued, consisted of 34 categories, (now 35 categories). It was emphasized that the specific

references made to the products, services, and facilities were only generally descriptive of the types of activities regarded as essential. It was recognized therefore, that a detailed incex would be neded as a supplyment of the List of Essential Activities, this index to contain a more detailed listing of products, services, and facilities encompassed by the broader categories of the List. This through February 1, 1943. The index will be revised from time to time, as circumstances affecting the war effort warrant, In general, the List and Index include the following:

1. All compat material, including the production of finished products and maintenance and repair or such items, parts and raw materials, also equipment necessary to produce materials and parts.

2. The production and manufacture of all fuels.

3. The production of certain industrial pharmaceutical chemicals.

4. Logging and the production of essential lumber products.

5. All communication services and the production of communication equipment.

6. Agricultural activities designated as essential to the war program.

7. The processing or manufacture of basic foods, including fresh, canned, and otherwise preserved, except specialty and luxury items; also, processing and assemply of foods.

8. The production of apparel for the armed forces and work clothing.

9. The production of selected equipment and machinery used in the manufacture of essential products, maintenance of essentail facilities, and furnishing of essential services.

10. The production of all parts necessary to the proper functioning of machinery utilized in the production of essential items.

11. The construction of, and repair of military, industrial, and community facilities.

12. The maintenance of all facilities and production of items needed for the transportation of essential items.

13. The manufacture of products and maintenance of facilites and services necessary for civilian health, safety, morale, and security.

14. The maintenance of all governmental activites concerned with promoting or facilitating war production.

Standards for Determination of an Essential Activity

Before any product, wervice, or facility was included in either the revised list of essential activities or the index of essential activites, consideration was given in each case to:

1. The extent to which the item is directly utilized for combat purposes.

2. The degree of scarcity of supply.

3. The relation of the product, service, or facility to the operations of essential activities.

4. The extent to which the product, service, or facility is needed in maintaining minimum civilian requirements under wartime conditions.

An intensive review was made of a vast variety of products manufactured, services rendered, and facilities occurring in the American economy, and each was appraised in the light of these standards. The List of Essential Activities AND THE Index represent the determinations of the essentiality of activities as measured against these standards.

Determination of Essentiality of an Establishment

While certain activities have been designated as essential, this does not necessarily mean that all establishments engaged in that activity are essential. This decision must be made on an individual basis; the determination of the essentiality of an establishment depends on its meeting one or more of the following criteria: The establishment must be

A. Fulfilling a contract of the Army, Navy, Maritime Commission, or other Goverment agencies engaged directly in the war effort:

B. Performing governmental services directly concerned with promoting or facilitating war production:

C. Performing a service, governmental or private, directly concerned with the maintenance of indispensable civilian activities, health, safety, welfare, or security:

D. Supplying material under subcontracts for contracts included in A, B, or C above:

E. Producing raw materials, manufacturing materials, supplies or equipment or pefforming services necessary for the fulfillment of contracts (including necessary clothing and other supplies required by workers employed on these contracts) included in A, B, C, or D above.

Hence, the essentiality of an establishment depends not only upon the inclusion of its activities in the list or index of essential activities, but also upon its meeting one or more of the above criteria. For a great many establishments, this determination can be made quite readily. However, a careful determination of the essentiality of establishments engaged in the production of goods of which a large proportion is designed for civilian use, such as leather goods, textiles, apparel, packing and shipping materials, is required in order to assure that the above criteria are met before the particular establishment is declared to be engaged either wholly or in part in an essential activity. Frequently some of the products of such establishments are made under war contract,, but this does not warrant the classification of the entire establishment as essential. Thus, although the manufacture of woolen textiles is included in the list of essential activities, only that part of a plant's production destined for the use of the Army or for the manufacture of dress clothing would not meet any of the prescribed criteria of essentiality.

Similarly, the production of paper box containers for shipping an essential commodity is included in the list, (Criterion E) but an establishment producing such items as hat or dress boxes would not be classified as essentail. Except for fuel, food products, health and medical supplies and services, and agriculture, all of which meet Criterion C, it is probable that many of the establishments engaged in the production of goods used to a large extent by the civilian population will not meet any of the criteria for essentiality.

Uses of the List and Index

The List of Essential Activities and the Index are primarily designed for the use of the Selective Service System and the United States Employment Agency, both integral parts of the War Manpower Commission. The local boards of the Selective Service System are using the list of essential activitees and the index in conjunction with the approved lists of essential occupations related to the respective activities, for reviewing requests for occupational deferment. The lists are to being used by the local offices of the United States Employment Service (a) to determine which employing establishments should have priority to referral of workers available for job openings and (b) to enable the local offices of the United States Employment Service to determine from which types of activity workers may be transferred without disrupting war production or community facilities. In addition, as providedin War Manpower Commission Directive I, these materials may also be used by other appropriate departments and agencies of the Federal Government. The rationing and housing authorities have utilized this information in connection with policies and procedures adopted by them.

Contents of the Index

Although the Index does NOT specify every essential product, facility, or service which falls within the classifications of the essential activitees, it attempts to list in considerable detail those essential products, facilities, or services which are apt to be the principal activity of an establishment. No single list could possible include all of the products, services and facilities regarded as essential to the war effort, in view of the thousand of parts and processes which go into the making of aircraft, tankds, ships, and to ther combat material, in addition to the thousands of separate items which are needed for the armed forces and the minimum requirements of the civilian population.

Some groupings have been used in the index when it was apparent that evey item falling within the group was essential. For example, it was manifestly impossible to name every part of every essential machine, every chemical product, or every surgical or medical appliance. Such products are included under more generic terms: k.e., "Surgical appliances and supplies" and "machine parts." Hence, an activity is not excluded from the List or the Index, unless it is neither referred to specifically nore encompassed by a broader characterization.

Wherever possible, commonly understood terminaology has been used in preference to technical and less well-known names. For example, the term "slaughter-house" is employed in preference to the term "abattoir." In addition, when a product, facility, or service is ordinarily known under several designations, an attempt has been made to include more than one. An exhaustive cross-reference was not used throughout, however, since the possible designations are too numerous to be listed individually.

Format of the Index

The Index consists of two sections: Part I covers Manufacturing acitivities and products and Part II, Nonmanufacturing activities and services. This division corresponds to that of the Standard Industrial Classifications Code of the Federal Government, which was utilized in the development of the List and Index. Care must be exercised in using each of these parts, for frequently the manufacture of a product is not included in the manufacturing index as an essential activity, but the repair of the product, which constitutes a service, may be included in the nonmanufacturing part of the index as an essential activity. Maintenance of a number of essential facilities are also found among nonmanufacturing activities.

The numbers (ranging from 1 to 35) at the left of each item in the Index show to which of the broad groupings in the list the item belongs and facilitates cross-reference to the Lists of Essential Occupations, which utilize the same numbering system. The acitvity group numbers do not in any wasy indicate order of importance. The List of Essential Activities, the Index of the List of Essential Activities, and the Lists of Essential Occupations appropriate to an activity must be used together in determining whether the occupations of an individual worker is classified as essential. Before any individual may be regarded as engaged in an essential occupation, it must first be classified as essential. Before any individual may be regarded as engaged in an essential occupation, it must first be clearly established that the activity in which he is engaged appears in the Index and that the occupation in which he is employed appears on the list of essential occupations ehich bears the number corresponding to the one beside the appropriate item in the index. The detailed listings in the Index should enable all users to identify the activities classified as essential.

Plans for Revision

Amendments, additions, and deletions will be made to the List of Essential Activities and to its Index quarterly. Both have been prepared in loose-leaf form in order that entire sheets may be replaced when deletions or additions are made.

Any employer, employee, organization, or agency, believing that an activity which meets the standards for inclusion has been omitted from the List or from the Index may present supporting facts in full detail to the War Manpower Commission, Washington, D. C.

LIST OF ESSENTIAL ACTIVITIES

1. Production of Aircraft and Parts: The production, maintenance and repair of aircraft; gliders, parachutes; dirigibles; balloons, aircraft engines; aircraft parts; pontoons; properllers; and similar products.

2. Production of Ships, Boats and Parts: The production and maintenance and repair of ships, boats, ship and boat parts and equipment.

3. Production of Ordnance and Accessories: The production, maintenance and repair of firearms, guns, howitzers, mortars; gun turrets and mounts; tanks; sighting and ffire-control equipment: torpedo tubes: and simialr objects.

4. Production of Ammunition: The production of bombs, mines, torpedoes, grenades, chimical warfare projectiles, explosives, fuses, pyrotechnics, as well as products such as glycerin which go into the manufacture of ammunition.

5. Agriculture and commerical fishing:

5a. Agriculture. --Livestock and livestock products, including beef cattle, hogs, poultry, sheep and goats: fiber, oil crops, and potatoes, including castor beans, American-Egyption, Sea island and Upland cotton, flaxseed and soybeans, hemp, peanuts, Irish potatoes and sweet potatoes; field crops, including barley, dry field peas, oats, rye, wheat, alfalfa hay, alfalfa hay seed, cover crop seed, broom corn, corn for grain and silage, dry edibel beans, green peas for processing, rice, sweet corn, hybrid seed corn, grain sorghum, tame hay and seed, wild or native hay: tree fruits, small fruits and berries; medicinal, insecticide and rubber plants; vegetables for fresh consumption and processing, vegetable plants and seeds; other food and special crops, including honey, tree nuts, sugar cane for sugar and syrup, sugar beets, sugar beet seed, sorghum and sorgo syrup, and tobacco.

5b Agricultural Services and Commercial Fishing. --Agricultural, horticultural, and animal husbandry services such as: commercial hatcheries, seed processing, animal breeding, crop disease protection service, initial processing services such as ginning, compression, threshing, cleaning, shelling and curing, irrigation services, farm reparit and maintenance services, farm product assemply services, all of which are performed on a maintenance services substantially year round basis to essential activities related to essential crops and livestock enterprises indicated in Local Board Release No. 175; Commertial Fishing.

6. Processing of Food Meat-packing and slaughtering (including poutltry): production of all types of butter, cheese, milk and eggs, canned or preserved fish and nuts: canned or preserved fruits and vegetables and their juices: soups: flour and other grain mill products; prepared feeds for animals and fowls; starch, cereals, rece; bread and other backery products; sugar; leavening compounds; corn syrup; and edible fats and oils. Includes dried, dehydrated, frozen, and other special-processed foods.

7. Forestry, Loging and Lumbering: Timber tracts and logging camps, sawmills, veneer, cooperage-stock, planing, and plywood mills, raising of tung-oil trees; fire prevention, pest control; forest nurseries and reforestation

services; gathering of gums and barks for the manufacture of naval stores and medicinal purposes.

8. Construction: Highway and street construction; marine construction; construction of approved indistrial plants, houses, hospitals, and military projects; repair of such facilities; and services necessary to complete such construction.

9. Coal Mining: The mining of anthracite, bituminois, and semianthracite coal; lignite, and peat, and the opration of breakers or preparation plants. Includes also removing overburden and other such activities preparatory to coal mining operations.

LO. Metal Mining: The mining of iron, copper, lead, zinc, aluminum, mercury, manganese, chromin, molybdenum, tungsten, vanacium, and similar ores, and the dressing os such ores. Incluses also removing over-burden, sinking shafts, and other such activities preparatroy to metal mining operations.

11. Nonmetallic Mining and Prôcessing and Quarrying: The mining and processing of rock salt, phosphate rock, sulphur, potash, asbestor, graphitspyrites, graphite, borates and other salines, fluorspar, mica, talc, abrasive sands, and similar products. Excludes all mined or quarried nonmetallic materials used exclusively in construction.

12. Smilting, Refining, and Rolling of Metal: Primary and secondary smelting and refining, alloying, rolling, and drawing of iron, steel, copper, lead, zinc, magnesiu, aluminum, brass, bronze, nickel, tin, cadmium, forro-alloys, and any other metals used in the production of war materials; and scrap iron. salvage.

13. PROduction of Metal Shapes and Forgings: The manufactors of casting, die casting, forgings, wire, nails, chains, anchors, axles, pipe, springs, screws, bolts, tubing, stampings, pressings, structural shapes, and machined parts.

14. Finishing of Metal Products: Enameling, japanning, lacquering, painting, plating, and galvanizing of metal products.

15. Production of Industrial and Agricultural Equipment: Power boilers, wiring devices and supplies; agricultural implements; electric lamps; storage and primary batteries; pumps, compressors, and pumping equipment; recording, controlling and measuring instruments, and meters; conveyors, industrial cars and trucks; blowers, exhaust and ventilating fans; mechanical power-transmission equipment such as clutches, drives and shafts, mechanical strokers; tools, files, and saws; plumbers' supplies; prefessional and scientific instnuments, photographic apparatus, and optical instruments; and all equipment necessary to operate plants producing essential commodities.

16. Production of Machinery: Engines and turbines, metalworking machinery and equipment; electrical generating, distribution and industrial appartus for electric public utility, manufacturing, mining, transportation and construction use, for use in manufactured products or in service industries; construction, mining, agricultural, oil field, smelting and refinding machinery, as well as all machinery necessary to produce, equip and maintain aircraft, ships, ordnance, and other military equipment.

17. Production of Chemicals and Allied Products and Essential Derivatives Thereof: Glycerin; turpentine, rosin and other naval stores; wood tars, oils, acids, and alcohols; plasticizers; lubricating oils and greases; animal and vegetable oils; fertilizers; tanning materials; chemical pulp; salt; synthethic rubber; coal-tar products; plastics; compressed and liquefied gases; refined sulpher; acids; caustic and other sodas; alcohols; electrochemical and electrometallurgical products such as carbide, sodium and potassium metals and high-prcentage forro-alloys; drugs and medicines; insecticides and related chemical compounds; synthetic textile fibers used in military equipment exclusively; grease and tallow. (Explosives, flares, and other fireworks, generally classified as chemical products, are included with ammunition.)

18. Production of Rubber Products: All rubber products.

19. Production of Leather Products: The production of shoe and belting leather; industrial belting for tents, for transmission of power; boots shoes, and gloves, for military and industrial use; saddlery, harness, and accessories.

20. Production of Textiles: Spinning and weaving of fabrics for parachutes and powder bags: of canvas for tents, sails, tarpaulins, and related heavy canvas products; asbestor, fibrous glass, cotton, woolen, knit, linen, silk, and synthetic fiber goods for military and industrial use.

21. Production of Apparel: Apparel for the armed forces, and work clothing.

22. Production of Stone, Clay and Glass Products: Scientific and indsutrial glass products; sand-lime, fire-brick and other heat-resisting clay products; lime; abrasive wheels, stones, paper, cloth and related products; asbestos products including steam and other packing, pipe and boiler covering; crucibles and retorts; porcelain electrical supplies; as well as parts of military apparatus.

23. Production of Petroleum, Natural-Gas and Petroleum and Coal Products: Drilling, rig-building, and maintenance service operations, and petroleum refining. Includes also production of tar and pitch, coal gas and coke.

24. Production of Finsihed Lumber Products: Cork products such as life preservers; storage battery boxes; insulating material; oars; matches; wood preservation activities. Includes also wooden parts of aircraft, ships, and other military equipment.

25. Production of Transportation Equipment: The production of motor vehicles such as trucks, ambulances, fire engines, busses, and military motorized units; essential parts and accessories of such motor vechicles; motorcycles, bicycles, and parts; locomotives and parts; railroad and street cars and equipment.

26. Transportation Services Air transportation; line-haul railroad;switching and terminal; railway and air express; freight forwarding; rail inspection; local transit, rapid transit, inter-urban electric railway, and over-the-road bus; offshore and intercoastal water transportation; including shore service such as stevedoring and harbor operation; pipeline transportation; transportation services on the inland water-ways: Great Lakes, harbors, bays, sounds, and waters connected with the seas, including water shore service such as stevedoring; trucking;;warehousing; dry, open and cold

storage of essential and perishable commodities.

27. Production of Materials for Packing and Shipping Products: Textile bags; vegetable and fruit baskets; cooperage; excelsior; heavy-duty paper and pulp; rope, cordage and twine; wooden, paperboard, containerboard, glass, fiber, metal, and paper containers and envelopes for shipping and preserving essential products.

28. Production of Communication Equipment: Radios and radio equipment; radar; telephone, telegraph, cable, television, and signalling apparatus.

29. Communication Services: Magazines of general circulation which are devoted primarily to the dissemination of public information; newspapers and news syndicates; production of motion pictures (cinluding technical and vocational training films for the Army, Navy, and war production industries:) protective signal systems which supplement fire and police protection to military, public and private industrial and commercial establishments; radio broadcasting; radio communications (radiotelephone and radiotelegraph): submarine cable; telegraph; telephone; television.

30. Heating, Power, Water Supply and Illumiating Services: Electric light and power, water and gas utilities: steam-heating companies.

31. Repair Services: Reapair of: vehicles, such as bicycles, motorcycles, automobiles, busses, trucks; tires; typewriters and business machines; elevators; shoe repairing; radios; regrigerators; clocks; harnessing, tools, stoves, pneumatic tube systems; power laundry equipment; electric appliances and motors, engines, heating equipment; scientific, commercial and industrial weighing-machines; farm and other industrial and scientific equipment; roofing, and industrial weighing-machines, and electri, gas, and plumbing and heating installations in domestic commercial, and industrial buildings. Blacksmithing, armatrue rewinding; locksmith. It is intended that consideration be given only to individuals qualified to render all-around repair services on the the types of equipment specified herein as required for the minimum essential needs of the community.

32. Health and Welfare Services: Offices of physicians, surgeons, dentists, oculists, osteopaths, podiatrists, and veterinarians; medical and dental laboratories;hospitals; nursing services; institutional care; auxiliary civilian welfare services to the armed forces; welfare services to civilians.

33. Educational Services: Public and private industrial and agricultural vocational training ; elementary, secondar, and preparatory schools; junior colleges, colleges, universities, and professional schools, educational and scientific research agencies; and the production of technical and vocational training films.

34. Governmental Services:

35. Technical, Scientific, and Management Services: The supply of technical, scientific and management services to establishments engaged in war production; union-management negotiation services ;and the publication of technical and scientific books and journals.

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WAR MANPOWER PUBLICATIONS
in Miss Hickey's Files

Manpower Review - planned and edited by WMC Reports and Analysis Service; GPO, Washn.

Manpower Statistics - charts and tables (no other identification than WMC)

USES Activities - WMC Reports and Analysis Service; data on placements and referrals; miscellaneous info

The Wartime Responsibility of Women's Organizations - WMC Women's Advisory Committee; Washn, Jan. 1944.

Employment Security Review - planned and edited in Reports and Analysis Division, Bureau Employment Service; Washn.

Social Security Bulletin - Social Security Board, Federal Security Agency; Washn.

Labor Market - WMC - Bureau of Program Requirements, Labor Market Planning Division (later under Reports and Analysis Service)

Manpower - a confidential monthly report prepared for information of the WMC the MLPC and Women's Advisory Committee and Regional and State Directors.

War Jobs for Women - OWI Magazine Section; Nov. 1942

Women in the War. For the Final Push to Victory - OWI Magazine Section.

Need for Community Facilities to Aid Married Women Employed in War Industries to Meet Their Household Responsibilities" Womens Bureau, Dept. of Labor. Oct. 24, 1942

Wartime Use of Part-time Labor" - WMC, Reports and Analysis Service. Dec. 1, 1943.

"Education for Victory" (replacing "School Life") - U.S. Office of Education. biweekly. Washington. Federal Security Agency.

"The What-Why-How of Manpower Utilizatioh" - WMC Bureau of Manpower Mobilization. Washn.

Should Labor Be Drafted? - U.S. Chamber of Commerce, Dept. of Governmental Affairs. Washn. Feb. 1944.

Women Lawyer's Journal - National Association of Women Lawyers. July 1943.

A BILL - S 666 - "to provide further for the successful prosecution of the war through a system of civilian selective war service with the aid of the Selective Service System". (Senator Austin) 8 Feb. 1943.

WAR MANPOWER COMMISSION
Releases concerning employment of women in wartime

PM-4596:	June 4, 1944: -	Priority on all available male labor
" 4599	" " " -	Priority referral system
" 4440	Sept.3, 1943 -	Facts on nation's womanpower
" 4471	Dec. 3, 1943 -	Counselling services
" 4460	(? July 1943) -	Recommendations of MLPC--WMC
" 4280	Jan. 17, 1943 -	Plans for voluntary mobilization of American womanpower
" 4275	Jan. 11, 1943 -	Statistics on women
" 4471	Dec. 3, 1943 -	In-Plant Counselling services
" 4386	May 17, 1943 -	Post-war unemployment among women
" 4383	May 23, 1943 -	Technical men and women
" 4374	May 3, 1943 -	Aircraft a "woman's industry"
" 4345	Mar. 23, 1943 -	Miss M.A. Hickey to sit as observer on MLPC-WMC
" 4338	Mar. 15, 1943 -	Women's Advisory Committee called on women's groups to mobilize ~~xxxxxx~~ members
" 4356	Apr. 7, 1943 -	Transition from manpower to womanpower
" 4410	June 30, 1943 -	Laundry facilities
" 4398	June 7, 1943 -	Women in shipyards
W-138 (OWI)	Mar.12, 1943 -	Women aiding War Production Drive
PM-4465	Nov. 12, 1943 -	Training women
" 4393	May 21, 1943 -	Recruitment of women
" 4408	June 27, 1943 -	Shortage of teachers in rural schools
" 4720	Nov. 30, 1944 -	800 women apprentices in 18 skilled trades
OWI-NB-2367	-Apr. 14, 1944-	Employment of women must be stepped up (Women's Advisory Committee data and statistical info)

WAR MANPOWER COMMISSION
Nos. 1--14; No. 16

Subject Matter dealt with in Directive and Date of Directive.

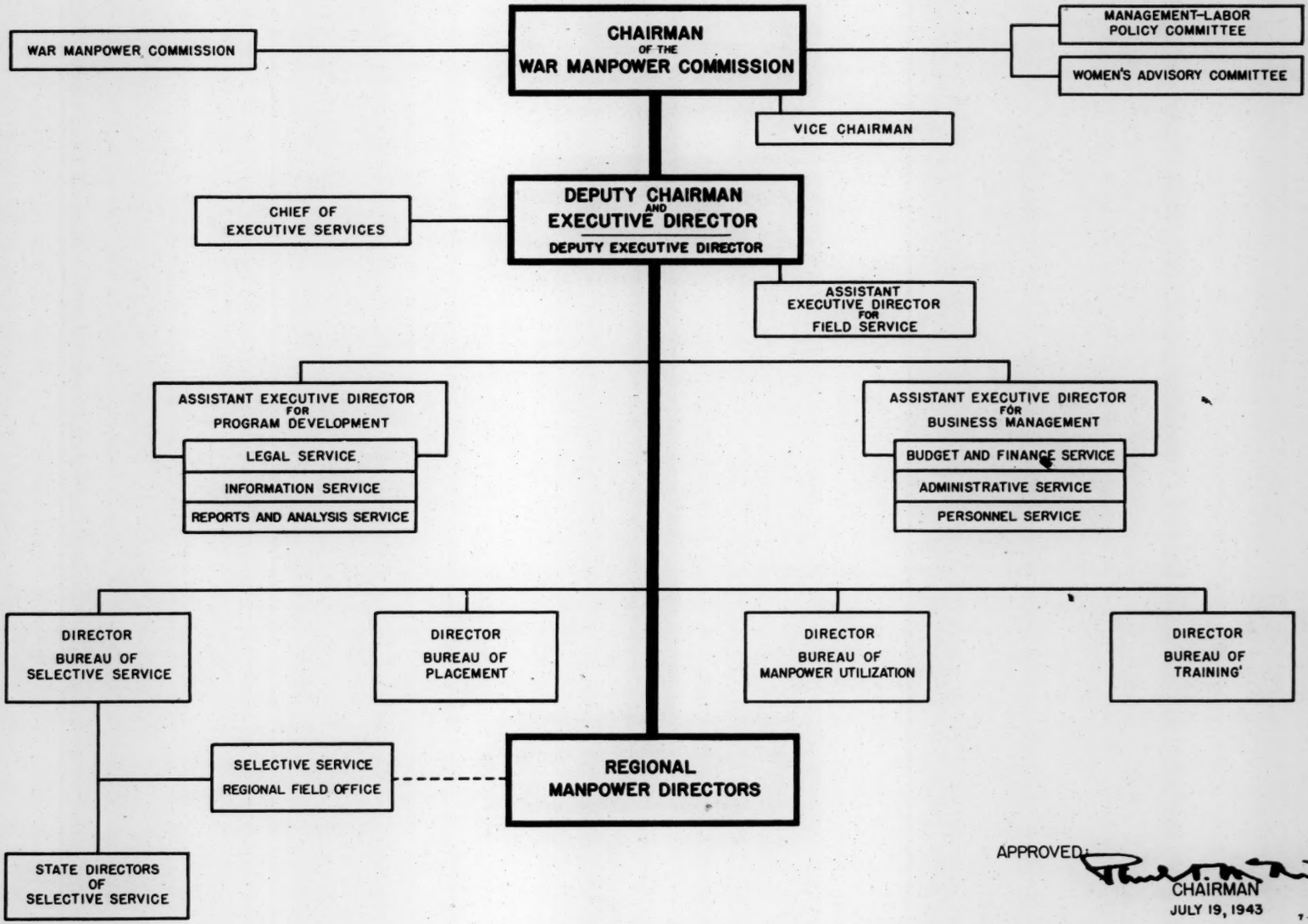
#1.	June 22, 1942:	"Essential Activities and Essential Occupations Directive"
#2.	June 22, 1942:	"Critical War Products Directive"
#3.	June 24, 1942:	"Placement Priorities Directive"
#4.	June 22, 1942:	"Directive to Encourage Transfers to Essential Activities"
#5.	June 22, 1942:	"Essential Occupational Deferment Directive"
#6.	June 22, 1942:	"Directive to Expedite the Recruitment and Placement of Essential Agricultural Workers"
#7.	June 22, 1942:	"Directive to Assure Adequate Housing for Transient Essential Agricultural Workers"
#8.	June 22, 1942:	"Directive to Provide Adequate Transportation for Workers in Essential Activities"
#9.	Aug. 12, 1942:	"Directive to Develop, Integrate and Coordinate Federal Programs for the Day-Care of Children of Working Mothers."
#10.	Sept. 14, 1942:	"Directive with Respect to the Transfer and Release of Government Employees"
#11.	Sept. 26, 1942:	"Directive with Respect to Requests for the Occupational Deferment of Federal Employees"
#12.	Sept. 26, 1942:	"Directive with Respect to Classification Standards for Positions in the Field Service of Executive Departments and Agencies of the Federal Government"
#13.	Oct. 7, 1942:	"Employment of Gold Mine Production and Maintenance Workers Directive."
#14.	Nov. 6, 1942:	"Directive to Promote Employment Stabilization on Dairy, Livestock and Poultry Farms."
#15.	?	? ? ?
#16.	Dec. 24, 1942:	"Amendment to Directive X"

WAR MANPOWER COMMISSION - Release Nos. for Directives Nos. 10--16.

PM-3943	Sept. 14, 1942:	-	Directive	No.	10	(OWI--WMC	Release)	
" 3976	Sept. 26, 1942	-	"	"	11	"	"	"
" 3977	Sept. 26, 1942	-	"	"	12	"	"	"
" 4015	Oct. 8, 1942	-	"	"	13	"	"	"
" 4066	Oct 28, 1942	-	"	"	14	"	"	"(also test of PM-4101)
" 4357	Dec. 29, 1942	-	"	"	16	"	"	"

N.B.: unable to find any info on Directive No. 15.

HEADQUARTERS ORGANIZATION OF THE WAR MANPOWER COMMISSION



APPROVED:

CHAIRMAN

JULY 19, 1943

7-1648 Chart

WAR MANPOWER COMMISSION

DIRECTIVE NO. I

To United States Employment Service, to maintain lists of essential activities and essential occupations.

By virtue of the authority vested in me as Chairman of the War Manpower Commission by Executive Order No. 9139, establishing the War Manpower Commission, and having found, after consultation with the members of the War Manpower Commission, that the measures hereinafter set forth will promote the effective mobilization and utilization of the Nation's manpower in the prosecution of the war, it is hereby directed:

I. The United States Employment Service, after consultation or collaboration with the War Production Board, the War Department, the Navy Department, the Department of Agriculture and such other departments and agencies as it may deem appropriate, shall prepare and keep current, for its own use and for the use of appropriate departments and agencies of the Federal Government, (a) lists of essential activities; (b) lists of essential occupations; and (c) lists of critical war occupations.

II. Each list of essential occupations and of critical war occupations prepared by the United States Employment Service pursuant to this directive shall either contain a simple description of each occupation therein listed, and the minimum training time or experience required by an untrained individual in order to attain reasonable proficiency therein, or shall make reference to a readily available text, document or compilation of data wherein such description or required training time or experience is recorded.

III. As used in this or any other directive prescribed under Executive Order No. 9139, unless the context requires otherwise:

(a) Essential activities include (1) essential war activities, (2) any activity required for the maintenance of essential war activities, and (3) any activity essential to the maintenance of the national safety, health or interest;

(b) Essential war activities include the production, repair, transportation or maintenance of equipment, supplies, facilities or materials required in the prosecution of the war by the United States and by the other United Nations;

(c) An essential occupation means any occupation, craft, trade, skill or profession, required in an essential activity, in which an untrained individual is unable to attain reasonable proficiency within less than six months of training or experience;

(d) A critical war occupation means an essential occupation, found by the United States Employment Service to be one with respect to which the number of individuals, available and qualified to perform services therein, is insufficient for existing or anticipated requirements for essential activities;

(e) The United States Employment Service means the United States Employment Service in the Social Security Board in the Federal Security Agency.

IV. This directive may be cited as the "Essential Activities and Essential Occupations Directive."

June 22, 1942

Chairman, War Manpower Commission

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WAR MANPOWER COMMISSION

DIRECTIVE NO. II

To War Production Board, to furnish information as to relative importance of critical war products.

By virtue of the authority vested in me as Chairman of the War Manpower Commission by Executive Order No. 9139, establishing the War Manpower Commission, and having found, after consultation with the members of the War Manpower Commission, that an insufficient number of available workers, qualified to perform work in certain essential occupations, renders it necessary that the War Manpower Commission be currently advised as to the relative importance, in the effectuation of the national war supply program, of filling job openings in establishments whose products or services are required for that program, and that the measures hereinafter set forth will promote the effective mobilization and utilization of the Nation's manpower in the prosecution of the war, it is hereby directed:

I. The War Production Board, with the aid of the War Department, the Navy Department, the Army and Navy Munitions Board, the Maritime Commission, the Department of Agriculture, and such other departments and agencies as it may deem appropriate, shall furnish to the War Manpower Commission, current information with respect to the relative importance, in connection with the maintenance and effectuation of the national war supply program, of filling job openings in plants, factories or other facilities whose products or services are required for that program.

II. To that end, the War Production Board, with the aid of such departments and agencies, shall take such action as may be necessary or appropriate to transmit to the War Manpower Commission at its headquarters as well as in the field, information pursuant to paragraph I hereof, in a manner which will assure close contact and collaboration in all areas of operation.

III. The War Production Board, after consultation with the War Department, the Navy Department, and the Maritime Commission, shall designate whether, or the extent to which, any information furnished pursuant to this directive constitutes confidential information and may indicate the manner in which the confidential character of any such information shall be safeguarded.

IV. The War Manpower Commission shall observe and enforce, in every detail, the instructions of the War Production Board with respect to safeguarding the confidential character of any information made available to it pursuant to this directive.

V. The War Production Board shall to the maximum extent practicable notify the War Manpower Commission of any information made available pursuant to this directive within such period prior to the date or dates when workers will be required in connection therewith, as may be necessary to enable the recruiting facilities of the United States Employment Service and other appropriate agencies to be fully utilized.

VI. This directive may be cited as the "Critical War Products Directive."

June 22, 1942

Chairman, War Manpower Commission

PM-3702

X-1320

WAR MANPOWER COMMISSION
DIRECTIVE NO. III

To United States Employment Service, to accord certain placement priorities.

By virtue of the authority vested in me as Chairman of the War Manpower Commission by Executive Order No. 9139, establishing the War Manpower Commission, and having found, after consultation with the members of the War Manpower Commission, that the war production program requires that priorities be accorded in the recruitment of workers for and the placement of workers in essential activities and that the measures hereinafter set forth will promote the proper allocation and the effective mobilization and utilization of the Nation's manpower in the prosecution of the war, it is hereby directed:

I. The United States Employment Service shall take such action as may be necessary or appropriate to assure that:

(a) Each local public employment office exerts its maximum efforts, including the utilization of all personnel, funds and facilities at its disposal, to expedite the recruitment and placement of all workers required for essential activities in preference to undertaking or continuing to recruit or place workers for any other activity; and

(b) Referrals are made to job openings for workers required for essential occupations, irrespective of the location of the work, in accordance with the relative need for filling such job openings under the national war supply program, as shown by information made available by the War Production Board pursuant to the Critical War Products Directive.

II. If the United States Employment Service, on the basis of its own information or of authoritative information from other sources, has reason to believe, with respect to any plant, factory, or other facility, hereinafter referred to as an employing establishment, that:

(a) The wages and conditions of work are not at least as advantageous to a worker referred to a job opening therein, as those prevailing for similar work in similar establishments in the industrial area; or

(b) Proper measures have not been or will not be instituted to reduce or eliminate its use of or need for workers in critical war occupations by effective utilization, through training, upgrading, appropriate personnel transfers and job simplification, of the workers employed in such establishment; or

(c) Its need for additional workers in critical war occupations can be reduced or eliminated by the transfer of workers, employed in non-essential activities in such establishment or in another employing establishment, under the same ownership or control in the industrial area; the Director of the United States Employment Service may provide for excepting such establishment form the provisions of paragraph I hereof, subject to such policies, conditions, and standards as the Chairman of the War Manpower Commission may approve.

III. This directive may be cited as the "Placement Priorities Directive."

(Signed) Paul V. McNutt
Chairman
War Manpower Commission

June 24, 1942

WAR MANPOWER COMMISSION

DIRECTIVE NO. IV

To United States Employment Service, to encourage transfers to essential activities.

By virtue of the authority vested in me as Chairman of the War Manpower Commission by Executive Order No. 9139, establishing the War Manpower Commission, and having found, after consultation with the members of the War Manpower Commission, that the national war supply program requires that increased efforts be made to encourage each individual who is unemployed or is not engaged in an essential activity but is capable of performing services in an essential occupation and is needed for such activity, to accept, through the United States Employment Service, suitable work in an essential activity and that the measures hereinafter set forth will promote the effective mobilization and utilization of the Nation's manpower in the prosecution of the war, it is hereby directed:

I. The United States Employment Service shall, as expeditiously as possible, complete an occupational classification of each registrant under the Selective Training and Service Act of 1940, on the basis of his Selective Service Occupational Questionnaire.

II. The United States Employment Service shall request each such registrant whose occupational questionnaire indicates that (a) he is qualified to perform services in an essential occupation and (b) he was not, as of the date of his filing of such questionnaire, utilizing his highest skill in an essential activity, to report to his nearest public employment office. If, through its interview of any such registrant or from other sources, the United States Employment Service finds that he is capable of performing services in an essential occupation and is not utilizing his highest skill in an essential activity, the United States Employment Service shall exert all reasonable efforts to persuade such registrant to transfer to suitable work for which he is needed in an essential activity.

III. The United States Employment Service shall maintain a complete record of and submit a full report to the Chairman of the War Manpower Commission with respect to (a) each case in which a registrant, after being offered suitable work in an essential activity pursuant to paragraph II hereof, has, without good cause, refused to accept such work, and (b) each case in which an employer or his representative, has directly or indirectly, in any manner, dissuaded or deterred or attempted to dissuade or deter, from so transferring, a registrant in his employ who is requested by a public employment office to transfer to work in an essential activity pursuant to this directive.

IV. This directive may be cited as the "Directive to Encourage Transfers to Essential Activities."

June 22, 1942

Chairman, War Manpower Commission

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WAR MANPOWER COMMISSION

DIRECTIVE NO. V

To Director of Selective Service, concerning occupational deferments for individuals needed for essential occupations in essential activities.

By virtue of the authority vested in me as Chairman of the War Manpower Commission by Executive Order No. 9139, establishing the War Manpower Commission, and having found, after consultation with the members of the War Manpower Commission, that existing and anticipated labor needs for essential activities require that consideration be given such needs, in connection with the classification, under the Selective Training and Service Act of 1940, of available individuals qualified in essential occupations, and that the measures hereinafter set forth will promote the proper allocation and the effective mobilization and utilization of the Nation's manpower in the prosecution of the war, it is hereby directed:

I. The Director of Selective Service shall take such action as may be necessary or appropriate to assure that:

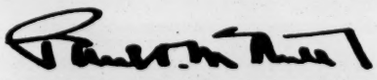
(a) Copies of lists, including amendments and supplements thereto, of essential activities and of essential occupations, transmitted to him from time to time by the United States Employment Service pursuant to the Essential Activities and Essential Occupations Directive, are promptly made available to all local boards and boards of appeal in the Selective Service System;

(b) To the extent required for the maintenance of essential activities, individuals who are engaged in essential occupations in essential activities are temporarily deferred from training and service under the Selective Training and Service Act of 1940 while so engaged;

(c) To the extent required for the maintenance of essential activities, individuals who are not engaged in essential occupations in essential activities but who are qualified in essential occupations, are afforded reasonable opportunity, prior to induction under the Selective Training and Service Act of 1940, to become so engaged.

II. The Selective Service System and the United States Employment Service shall establish and maintain close collaboration at their respective headquarters as well as regional, State, and local levels to insure full utilization by the Selective Service System and efficient transmission by the United States Employment Service of the labor market and occupational information currently available through the offices of the United States Employment Service, and so as otherwise to effect the purposes of this directive.

III. This directive may be cited as the "Essential Occupational Deferment Directive."



Chairman, War Manpower Commission

June 22, 1942

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WAR MANPOWER COMMISSION

DIRECTIVE NO. VI

To United States Employment Service, to expedite the recruitment and placement of essential agricultural workers.

By virtue of the authority vested in me as Chairman of the War Manpower Commission by Executive Order No. 9139, establishing the War Manpower Commission, and having found, after consultation with the members of the War Manpower Commission, that the agricultural production program contemplated by the "Food for Victory" goals prescribed by the Secretary of Agriculture pursuant to the directions of the President, renders essential the conservation and maximum utilization of available agricultural workers and the recruitment of additional agricultural workers from every appropriate source and that the measures hereinafter set forth will promote the proper allocation and effective mobilization and utilization of the Nation's manpower in the prosecution of the war, it is hereby directed:

I. The United States Employment Service, after consultation with such bureaus, offices and divisions in the Department of Agriculture and with such other departments and agencies as it may deem appropriate, shall prepare, keep current and make available to the Department of Agriculture and other interested departments and agencies, data reporting its best estimates with respect to the available number of agricultural workers and the anticipated requirements for such workers, by periods, areas and agricultural commodities.

II. If, with respect to any area, the United States Employment Service determines after consultation with such bureaus, offices and divisions in the Department of Agriculture and other departments and agencies as it may deem appropriate, that the available number of agricultural workers is insufficient for the production, cultivation or harvesting of any agricultural commodity, essential to the effective prosecution of the war, the United States Employment Service shall take such action as may be necessary or appropriate to assure that its maximum efforts are expended in the recruitment and placement of the number of agricultural workers required for such production, cultivation or harvesting, including:

(a) The establishment and maintenance of such agricultural labor recruitment and placement services and facilities as may be necessary;

(b) The solicitation of all available workers, qualified to perform agricultural work, in projects or programs maintained by the Work Projects Administration, the National Youth Administration, the Department of Agriculture, and other appropriate private or public agencies or departments;

(c) The solicitation of qualified agricultural workers in rural and urban centers, youth groups and educational institutions;

(d) The retention for such purposes of qualified agricultural workers who might otherwise be recruited for placement in less essential industrial activities;

(e) The promotion, among growers, of the cooperative use of agricultural workers;

(f) The promotion of the maximum utilization of transient workers for such purposes by directing and guiding their movement to those areas in which non-local agricultural workers are required; and

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WAR MANPOWER COMMISSION

DIRECTIVE NO. VII

To Secretary of Agriculture, concerning adequate housing for transient essential agricultural workers.

By virtue of the authority vested in me as Chairman of the War Manpower Commission by Executive Order No. 9139, establishing the War Manpower Commission, and having found, after consultation with the members of the War Manpower Commission, that existing and anticipated requirements for agricultural workers for the production, cultivation or harvesting of agricultural commodities essential to the effective prosecution of the war render necessary certain movements of such workers between areas and crops, that such movements will be facilitated if reasonable shelter is available for such workers, and that the measures hereinafter set forth will promote the effective mobilization and utilization of the Nation's manpower in the prosecution of the war, it is hereby directed:

I. The Secretary of Agriculture shall, on the basis of data made available to him from time to time by the United States Employment Service and on the basis of such other data as he may deem appropriate, prepare and keep current, information with respect to the availability of adequate housing or other types of shelter facilities in each area in which non-local agricultural workers will be required for the production, cultivation or harvesting of any agricultural commodity essential to the effective prosecution of the war.

II. If, with respect to any area, the Secretary of Agriculture determines, after consultation with the United States Employment Service and such other departments or agencies as he may deem appropriate, that existing housing facilities, including permanent or mobile Department of Agriculture labor camp facilities, are insufficient to provide adequate shelter for non-local agricultural workers required in such areas for the production, cultivation or harvesting of any agricultural commodity essential to the effective prosecution of the war, the Secretary of Agriculture shall take such action as may be necessary or appropriate (including the utilization of all personnel, funds and facilities at his disposal therefor) to assure that:

(a) All Department of Agriculture labor camp facilities, existing or hereafter established in such area, are made available to and utilized by such workers before such facilities are made available to or are utilized by any other individuals; and

(b) Such additional Department of Agriculture labor camp facilities are established and maintained in such areas and for such periods as are necessary to provide adequate shelter for such workers.

III. The Secretary of Agriculture, after consultation with the United States Employment Service, the Office of Defense Transportation, the Office of Price Administration and such other agencies or departments as he may deem appropriate, shall take such action (including the utilization of all personnel, funds and facilities at his disposal therefor) as may be necessary or appropriate to assure that:

(a) Agricultural workers, required for the production, cultivation or harvesting of any agricultural commodity essential to the effective prosecution of the war, are provided needed transportation facilities, and

(b) Non-local agricultural workers and their families, transported or housed pursuant to this directive are provided needed health and welfare services.

IV. This directive may be cited as the "Directive to Assure Adequate Housing for Transient Essential Agricultural Workers."

June 22, 1942

Chairman, War Manpower Commission

(g) The submission, currently, to the Department of Agriculture, of all available information with respect to those areas in which and the periods and crops for which the establishment and maintenance of adequate housing facilities will promote the recruitment and placement of required agricultural workers.

III. The United States Employment Service shall not, pursuant to this directive, recruit agricultural workers for, or refer such workers to, any agricultural employment in which the wages or conditions of work are less advantageous to the worker than those prevailing for similar work in the locality.

IV. This directive may be cited as the "Directive to Expedite the Recruitment and Placement of Essential Agricultural Workers."

June 22, 1942

Chairman, War Manpower Commission

dupe

WAR MANPOWER COMMISSION

DIRECTIVE NO. VII

To Secretary of Agriculture, concerning adequate housing for transient essential agricultural workers.

By virtue of the authority vested in me as Chairman of the War Manpower Commission by Executive Order No. 9139, establishing the War Manpower Commission, and having found, after consultation with the members of the War Manpower Commission, that existing and anticipated requirements for agricultural workers for the production, cultivation or harvesting of agricultural commodities essential to the effective prosecution of the war render necessary certain movements of such workers between areas and crops, that such movements will be facilitated if reasonable shelter is available for such workers, and that the measures hereinafter set forth will promote the effective mobilization and utilization of the Nation's manpower in the prosecution of the war, it is hereby directed:

I. The Secretary of Agriculture shall, on the basis of data made available to him from time to time by the United States Employment Service and on the basis of such other data as he may deem appropriate, prepare and keep current, information with respect to the availability of adequate housing or other types of shelter facilities in each area in which non-local agricultural workers will be required for the production, cultivation or harvesting of any agricultural commodity essential to the effective prosecution of the war.

II. If, with respect to any area, the Secretary of Agriculture determines, after consultation with the United States Employment Service and such other departments or agencies as he may deem appropriate, that existing housing facilities, including permanent or mobile Department of Agriculture labor camp facilities, are insufficient to provide adequate shelter for non-local agricultural workers required in such areas for the production, cultivation or harvesting of any agricultural commodity essential to the effective prosecution of the war, the Secretary of Agriculture shall take such action as may be necessary or appropriate (including the utilization of all personnel, funds and facilities at his disposal therefor) to assure that:

(a) All Department of Agriculture labor camp facilities, existing or hereafter established in such area, are made available to and utilized by such workers before such facilities are made available to or are utilized by any other individuals; and

(b) Such additional Department of Agriculture labor camp facilities are established and maintained in such areas and for such periods as are necessary to provide adequate shelter for such workers.

III. The Secretary of Agriculture, after consultation with the United States Employment Service, the Office of Defense Transportation, the Office of Price Administration and such other agencies or departments as he may deem appropriate, shall take such action (including the utilization of all personnel, funds and facilities at his disposal therefor) as may be necessary or appropriate to assure that:

(a) Agricultural workers, required for the production, cultivation or harvesting of any agricultural commodity essential to the effective prosecution of the war, are provided needed transportation facilities, and

(b) Non-local agricultural workers and their families, transported or housed pursuant to this directive are provided needed health and welfare services.

IV. This directive may be cited as the "Directive to Assure Adequate Housing for Transient Essential Agricultural Workers."

Paul V. McNutt

Chairman, War Manpower Commission

June 22, 1942

dupe

WAR MANPOWER COMMISSION

DIRECTIVE NO. VIII

To certain government agencies, concerning adequate transportation for workers in essential activities.

By virtue of the authority vested in me as Chairman of the War Manpower Commission by Executive Order No. 9139, establishing the War Manpower Commission, and having found, after consultation with the members of the War Manpower Commission, that careful plans must be made to assure the availability of adequate transportation facilities for workers transferring to, moving between or engaged in essential activities and that the measures hereinafter set forth will promote the effective mobilization and utilization of the Nation's manpower in the prosecution of the war, it is hereby directed:

I. The United States Employment Service, the Department of Agriculture and any other department or agency of the Federal Government having information concerning workers transferring to, moving between or engaged in essential activities, shall maintain, keep current and submit to the War Manpower Commission, for transmission from time to time to the Office of Defense Transportation, information with respect to each situation or area in which existing or anticipated transportation needs of such workers are not or will not be adequately provided for by existing and readily available transportation facilities.

II. In carrying out the functions and responsibilities vested in it by Executive Order No. 8989, as amended, particularly as such functions and responsibilities relate to assuring that adequate transportation facilities are available, as needed, to workers transferring to or moving between essential activities and to workers requiring transportation between their homes and places of employment in essential activities, the Office of Defense Transportation shall give careful consideration to the information submitted to it from time to time pursuant to paragraph I hereof and shall consult with such other departments or agencies as it may deem appropriate.

III. This directive may be cited as the "Directive to Provide Adequate Transportation for Workers in Essential Activities."

Paul V. McNutt

Chairman, War Manpower Commission

June 22, 1942

A-2412 (See Policy Statement) WAR MANPOWER COMMISSION PM-3868

DIRECTIVE NO. IX

To certain Government departments and agencies, to develop, integrate and coordinate Federal programs for the day-care of children of working mothers.

By virtue of the authority vested in me as Chairman of the War Manpower Commission by Executive Order No. 9139, establishing the War Manpower Commission, and having found, after consultation with the members of the War Manpower Commission, that existing and anticipated requirements for workers in essential activities render necessary the employment of large numbers of women, that among such women may be found many mothers of young children, that no woman responsible for the care of young children should be encouraged or compelled to seek employment which deprives her children of her essential care until after all other sources of labor supply have been exhausted, but that if such women are employed, adequate provision for the care of such children will facilitate their employment, and that the measures hereinafter set forth will promote the effective mobilization and maximum utilization of the Nation's manpower in the prosecution of the war, it is hereby directed:

I. The Office of Defense Health and Welfare Services, in consultation with such departments and agencies of the Federal Government as it may deem appropriate, shall:

(a) Promote and coordinate the development of necessary programs for the day-care of children of mothers employed in essential activities;

(b) Determine, either directly or through such Federal departments and agencies as it may designate, areas in which such programs of day-care should be promoted, and the respective responsibilities of the Federal departments and agencies concerned in the development of such programs; and

(c) Take such action as may be necessary or appropriate to assure the effectuation of all such programs.

II. The United States Employment Service shall prepare, keep current and make available to the Office of Defense Health and Welfare Services, data reporting its best estimates with respect to the number of working mothers with young children, and the anticipated requirements of essential activities for the employment of such mothers, by periods and areas.

III. The Work Projects Administration in the Federal Works Agency, the Children's Bureau in the Department of Labor, the Office of Education in the Federal Security Agency, the Bureau of Public Assistance in the Social Security Board in the Federal Security Agency, the Farm Security Administration in the Department of Agriculture, the Federal Public Housing Authority in the National Housing Agency and every other Federal department or agency carrying on child day-care programs or programs related thereto shall make available to the Office of Defense Health and Welfare Services reports with respect to such day-care programs or programs related thereto, carried on by such department or agency, and shall take such action as may be necessary or appropriate to insure the integration and coordination, through the Office of Defense Health and Welfare Services, of all Federal programs for the day-care of children of working mothers and otherwise to carry out the purposes of this directive.

IV. This directive may be cited as the "Directive to Develop, Integrate and Coordinate Federal Programs for the Day-Care of Children of Working Mothers."

/s/ Paul V. McNutt
Chairman, War Manpower Commission

August 12, 1942

42-9681

OFFICE OF WAR INFORMATION
WAR MANPOWER COMMISSION

For Immediate Release
Monday, September 14, 1942

War Manpower Commission Chairman Paul V. McNutt today signed Commission Directive No. 10, implementing the President's Executive Order signed Sept. 12, and establishing procedures to govern transfers and releases of the Federal Government's 2,300,000 civilian employees.

Texts of the directive and of the President's executive order are attached.

WAR MANPOWER COMMISSION
DIRECTIVE NO. 10.

To all departments and agencies of the executive branch of the Federal Government, concerning transfer and release of Federal employees.

By virtue of the authority vested in me as Chairman of the War Manpower Commission by Executive Order No. 9139 establishing the War Manpower Commission, and by Executive Order No. 9243, and having found, after consultation with the members of the War Manpower Commission, that the measures hereinafter set forth will facilitate the filling of the Federal Government's requirements for manpower in the civilian service, and promote the proper allocation and the effective mobilization and utilization of the Nation's manpower in the prosecution of the war, it is hereby directed:

1. Whenever the Civil Service Commission shall find that a civilian employee of any department or agency of the executive branch of the Federal Government can make a more effective contribution to the war effort in a position in some other such department or agency, the Commission, with or without the consent of the employee or of the department or agency in which he is employed or to which he is transferred, shall direct the transfer of such employee to such position.

II. Whenever the Civil Service Commission shall find that a civilian employee of any department or agency of the executive branch of the Federal Government is qualified to perform work in a critical war occupation (as defined in the Essential Activities and Essential Occupations Directive) and can make a more effective contribution to the war effort in an essential activity carried on by a private enter-

prise, the Commission, with the consent of the employee, but with or without the consent of the department or agency in which he is employed, shall, upon request of such private enterprise, authorize the release of such employee to such private enterprise for work in such critical war occupation in such essential activity. An employee whose release has been authorized pursuant to this paragraph shall be carried on a leave-without-pay basis from his Federal position for the period of such employment with a private enterprise, except that such leave-without-pay status shall not continue beyond six months after the end of the war.

III. The Civil Service Commission shall base its findings, pursuant to paragraphs I and II of this directive, upon:

(a) the extent to which the skills, abilities, training, and experience of the employee are required and will be utilized by the departments, agencies, activities or private enterprise concerned; and

(b) the relative importance to the war program of the government activities in which the employee has been employed and to which he will be transferred, as indicated by, among other considerations, priority classifications established by the Director of the Bureau of the Budget pursuant to Executive Order No. 9243: and

(c) the relative importance to the war program of the government activity in which the employee has been employed and of the private enterprise to which he will be transferred, as indicated by priority classifications established by the Director of the Bureau of the Budget pursuant to Executive Order No. 9243 and by such policies and directives as the Chairman of the War Manpower Commission may prescribe.

IV. Any employee of a department or agency of the executive branch of the Federal Government (other than an employee holding a temporary position) who has been transferred pursuant to paragraph I of this directive shall be entitled to thirty days' notice from the department or agency to which he has been transferred,

prior to the termination of his services with such department or agency, unless such termination is for cause. Upon the termination, without prejudice, of the services of an employee (other than an employee transferred or released from a temporary position) in the position to which his transfer or release has been authorized or directed pursuant to paragraphs I or II of this directive (or in a position which, for the purposes of this directive, is substantially similar thereto) such employee shall be entitled to the reemployment benefits hereinbelow set forth, provided he makes application for reinstatement therein within forty days after the termination of his services with a department or agency of the Federal Government and, with respect to an employee released to a private enterprise, within forty days after the termination of his services with such an enterprise but in no event later than six months after the end of the war:

(a) Reinstatement, within thirty days of his application, in the same department or agency and to the maximum extent practicable, in the same locality, in his former position, or in a position of like seniority status, and pay, in such manner, to the maximum consistent with law, that he does not lose any of the rights or benefits to which he would have been entitled had he not been transferred or released;

(b) If such a position, or if the agency or activity in which he was employed is no longer in existence, and such person therefore cannot be reinstated the placement of his name on the Reemployment List established pursuant to Executive Order No. 6924 of September 20, 1932, to be considered for certification to positions for which he is qualified elsewhere in the Government service. Certifications from such list shall be made by the Civil Service Commission prior to certifications from all other lists maintained by that Commission.

V. Any department or agency in which is employed an employee whose transfer or release is to be directed or authorized pursuant to this directive without the consent of such department or agency, shall be afforded, prior to such transfer or release, a fair opportunity to present to the Civil Service Commission evidence as

to the extent to which such agency's or department's execution of its responsibilities will be jeopardized by the loss of such employee and as to the extent to which the employee's skills, abilities, training, and experience are being and will be utilized in such department or agency.

VI. Any employee whose transfer is to be directed pursuant to this directive without the consent of such employee shall be afforded, prior to such transfer, a fair opportunity to present to the Civil Service Commission evidence that the proposed transfer is inequitable or will impose upon him an undue hardship. No employee shall, without his consent, be transferred to a position at a lower salary than he received at the time such transfer is directed, nor shall any employee, without his consent be transferred to a position beyond reasonable commuting distance from his home unless the department or agency concerned shall reimburse the employee for the cost of transporting himself, his immediate family, and his household goods, in accordance with Government regulations.

VII. Whenever the filling of any positions by promotion from within for an indefinite period is being considered by any department or agency, employees who have been transferred or released pursuant to this directive and are entitled to reemployment in such department or agency under this directive shall be given the same consideration they would have received had they not been transferred or released, and such employees may be selected for such promotion. In the event of such selection, if such employee is not authorized to return to the position to which promotion was made, the position in question shall be filled only for the duration of such employee's reemployment rights under paragraph IV of this directive and such reemployment rights shall be applicable to the position to which promotion was made.

VIII. No request for the transfer or release of any civilian employee in any department or agency of the executive branch of the Federal Government shall be made by another such department or agency except through the Civil Service Commission, and no civilian employee of any such department or agency shall be released

for transfer to another such department or agency except upon request of the Civil Service Commission. The Commission shall not request or authorize the transfer of any such employee who can make a more effective contribution to the war effort in the position in which he is currently employed or whose transfer would be contrary to the most effective methods of filling the Federal Government's requirements for manpower in the civilian service or would conflict with policies or directives of the War Manpower Commission.

IX. The Civil Service Commission is authorized and directed to adopt such measures and take such action as may be necessary or appropriate to carry out the provisions of this directive and to insure that the reemployment provisions set forth in paragraph IV of this directive are given full force and effect.

X. This Directive shall become effective on and after September 27, 1942.

XI. This Directive may be cited as the "Directive with Respect to the Transfer and Release of Government Employees."

Paul V. McNutt

Chairman,
War Manpower Commission

September 14, 1942

EXECUTIVE ORDER

PROVIDING FOR THE TRANSFER AND RELEASE OF FEDERAL PERSONNEL

By virtue of the authority vested in me by the Civil Service Act (22 Stat. 403), and by section 1753 of the Revised Statutes of the United States (U. S. C., title 5, sec. 531, it is hereby ordered:

1. Effective on and after the fifteenth day following the date of this order, transfers of employees between departments, agencies, and independent establishments of the civilian executive branch of the Federal Government, the release of such employees to private enterprise, and the establishment, granting, and conditioning of reemployment rights in the event of such transfers and releases, shall be governed by policies and directives issued by the Chairman of the War Manpower Commission in conformity with Executive Order No. 9139 of April 18, 1942.

2. In conformity with the policies of the Chairman of the War Manpower Commission, the Director of the Bureau of the Budget shall from time to time establish priority classifications of the several executive departments and agencies or parts or activities thereof, based upon the relative importance to the war program of the functions performed.

3. Executive Order No. 8973 of December 12, 1941, and Executive Order No. 9067 of February 20, 1942, are hereby revoked, effective on the fifteenth day following the date of this order; provided that nothing contained in this order shall be construed to affect reemployment rights theretofore acquired by any employee under Executive Orders Nos. 8973 and 9067.

FRANKLIN D. ROOSEVELT

School Children and the War Series
Leaflet No. 3

NURSERY SCHOOLS ARE VITAL TO AMERICA'S WAR EFFORT

SOME QUESTIONS THAT NEED TO BE ANSWERED:

What is a nursery school?

What does the nursery school do for children?

What does the nursery school do for parents who work outside the home?

How many children are usually included in a nursery school group?

How large a staff is needed for a group of 25 or 30 children?

What is the first step in determining the extent to which children of working mothers need care in the community?

What groups in the community are likely to be interested in nursery schools for children of working mothers?

What procedures may be used in locating the children needing care?

What facilities are already available in the community for the care of young children of working mothers?

In what type of place should the nursery school be housed?

What kind of a playground does the nursery school need?

What kind of a program does the nursery school have?

What are the minimum essentials for equipment?

Does the nursery school need professionally trained teachers?

How can volunteer helpers be used in the nursery school?

What factors influence the cost of the nursery school program?

What are some sources of financial aid?

FEDERAL SECURITY AGENCY
U. S. Office of Education

NURSERY SCHOOLS ARE VITAL TO AMERICA'S WAR EFFORT

What is a nursery school?

The Association for Childhood Education defines a nursery school as "a day school whose program and environment are planned to stimulate learning and development of children too young to go to kindergarten. It works closely with parents so that both they and the teachers may understand the children better and together help them become strong, healthful, happy, and useful persons." Most of the children enrolled in nursery school are 3 and 4 years old. The age range is from 2 to 5 years. Five-year-olds are found in nursery schools, kindergarten, pre-primary or junior primary group, depending upon local conditions.

A nursery school is thus one of today's answers to the search for a good environment for young children which will supplement home guidance and provide experiences essential to the child's best development, physical, mental, and emotional.

What does the nursery school do for children?

First of all, the nursery school offers the young children of working mothers essential physical care and protection during the hours when their mothers are employed. But the nursery school affords many other benefits, too. Let us consider some of them briefly:

It provides an environment in which the young child can be happy and grow at his own rate of development.

It promotes and helps maintain physical health and vigor by providing daily health inspection, balanced diet, rest and sleeping periods, outdoor and indoor play.

It provides experiences with music, art and constructive materials, stories and pictures, plants and pets.

It provides the child with play materials which give him opportunities to make things, to use his imagination, to mold things to his own purposes, to reason out solutions to problems.

It provides the child with opportunities for sharing responsibilities, for taking turns, for standing up for his own rights, for recognizing the rights of others, for giving and receiving help, for getting along with people who are of the same age and older, for giving and receiving warm affection.

The nursery school develops the child along all lines; helps him to become more skillful in the use of his body; to learn about the world about him and how to use this knowledge; to understand people (both grown-ups and children) and to work with them; to acquire keener appreciations of color, form, harmony, grace; to develop more helpful attitudes; and to direct his own emotions.

What does the nursery school do for parents who work outside the home?

The nursery school offers working mothers peace of mind concerning their children - a well-nigh priceless boon. Moreover, active home-school cooperation is one of the basic principles of the nursery school. Parents with free time during the day are urged to visit the nursery school and to participate in the program. All are encouraged to make suggestions, to report significant successes, events, and emotional upsets in the child's life. Individual parent conferences, both planned and unplanned, are frequent. When mothers and fathers are busy all day in war plants, arrangements may be made for group meetings or individual conferences in the evening or at other times when they are free. Thus parents have a chance to discuss their problems with other parents and with the nursery school staff. The strength that results from all this cooperative thinking and working together by parents and school staff leads powerfully and surely toward a better life for the young child.

How many children are usually included in a nursery school group?

Usually about 20 or 25 children are in a nursery school group. Under the program of extended school services, however, it may prove necessary to enroll up to 30 children in a given group, provided adequate indoor and outdoor space and qualified staff members are available.

How large a staff is needed for a group of 25 or 30 children?

In the regular nursery school, in session from 9 a.m. to 4 p.m., the ratio of professionally trained staff members to children enrolled has usually been 1 adult to 10 or 12 children, provided there are very few or no 2-year-olds in the group. Otherwise, the standard ratio is 1 adult to 8 or 10 children.

For the extended all-day nursery school operating from early morning until evening, this standard will need some adjustment in order to prevent too long a working day for any member of the staff. For a group of 25 to 30 children enrolled in a nursery school for children of working mothers, it would be desirable that the staff include the following persons:

1 professionally trained teacher in charge.
2 trained assistant teachers.
Volunteers as needed (possibly 4 to 6).
1 cook (part-time or full-time depending upon the length of the nursery school day).

Volunteers in the program can be expected to serve only a few hours each day, or possibly only on 2 or 3 days each week. Hence a relatively large number should be on call. They may be qualified adults interested in giving community service or high school students who have had a course in child care. The service of nurse and physician may in some cases also be secured on a volunteer basis; in other cases they may be drawn from the regular school or community health staff or be provided through a supplementary staff. The cook may need to be employed on a paid basis. The daily schedule of all members of the staff should be so arranged that the children will be adequately supervised at all times.

What is the first step in determining the extent to which children of working mothers need care in the community?

If the superintendent believes that the problem exists in his community, he will wish first of all to get other persons and agencies concerned about it. A group of interested persons may constitute themselves a planning committee to sponsor the project. This committee should include parents as well as school people, workers in public and private business, representatives of industries (both labor and management), and professional and civic groups. Success will depend on drawing together all the interested organizations, although the schools will need to take a major responsibility in developing and carrying on the program.

What groups in the community are likely to be interested in nursery schools for children of working mothers?

The following agencies, in addition to the schools and teacher groups, may be expected to be concerned about the needs of children:

Defense council
Council of social agencies
Department of public welfare
Board of health
Employment service
Family welfare organizations
Children's agencies
Church groups
Parent-teacher associations
Recreational agencies
Men's and women's service organizations
Labor groups
Farm organizations

What procedure may be used in locating the children needing care?

The planning group will need something more than a conjecture as to the need for a nursery school. It will need to find out how many mothers employed or expecting to be employed have children of nursery school and kindergarten age. To do this, it will need to conduct a survey. There are several ways in which this can be done. The survey may be conducted through the schools, as described in the leaflet "All-Day School Programs for Children of Working Mothers," 1/ but in that case mothers who do not have children of school age will be missed.

Another possible procedure is to conduct a house-to-house canvass. Or perhaps, through the manager of the personnel office of the industrial plant, a meeting of the women employed in the plant can be arranged, at which the purpose of the survey may be explained and information secured. Each of these procedures has its limitations and a combination of two or more of them would reap the best results. In interviewing mothers of young children, a form such as the one on pages 5 and 6 can be filled out.

1/ Leaflet No. 2 of this series, available through the Office of Education.

Many communities have found it helpful to make a spot map of the areas in which the children live, together with their ages. On this map should be indicated also the existing community facilities that can be drawn upon. This procedure will help to determine where the nursery school should be located, what hours it should be in session, how children may be grouped, and whether transportation will need to be arranged. More detailed information concerning the home situation of the children and the problems faced by parents in making decisions concerning their children's care should also be secured as needed.

What facilities are already available in the community for the care of young children of working mothers?

The planning group will need to make a thorough going survey of resources already available in the community, for it will want to build on these. The expected as well as the present needs of the community for nursery schools should be taken into consideration. These expected needs are dependent on the possible establishment of new defense industries, upon the expansion of existing industries, and upon changes in policies regarding the employment of women.

Space and equipment may be found in school buildings, playgrounds, clubrooms, community centers, housing projects, churches, and other public buildings. Are there kindergartens and nursery schools which now are in session half days but whose staff could under adjusted arrangements carry on a full-day program and serve the necessary meals? Is there any existing nursery school whose staff is capable of handling more children if given the needed equipment and help? All existing services and programs in the community should be studied to determine if they can be adapted or expanded.

In what type of place should the nursery school be housed?

Nursery schools have been housed in a variety of places — schools, dwellings, churches, and social centers. Combining as it does many of the functions of both the school and the home, the nursery school takes on some of the characteristics of each. Every effort is made to insure a sunny, cheerful, homelike atmosphere. The first floor of the school building constitutes one of the best locations to be found. First consideration should, of course, be given to a location accessible to the children's homes.

The nursery school must provide indoor space for active play, rest, health inspection, and exclusion in an isolation room for the child who is ill. In general about 35 square feet of floor space should be allowed per child, exclusive of bathrooms, cloakrooms, halls, kitchen, and storage space. Separate rooms for eating, sleeping, and playing are desirable, but experience has shown that it is possible to conduct a nursery school in a single large room, plus a well-equipped kitchen, isolation room, toilet, and locker space. Because young children so often sit or kneel on the floor during their play, it is necessary to have a floor that is warm, free from drafts, and easily cleaned.

If only one room is available, the use of alcoves or screens will allow better provisions for the activities of small groups. Areas should be assigned at appropriate times for eating, resting, playing at housekeeping, block play, table play, and book enjoyment.

NURSERY SCHOOLS FOR CHILDREN OF WORKING MOTHERS

Inquiry Form for Use with Parents of Young Children 2/

Many women who are working in this community find it difficult to make satisfactory arrangements for the care of their young children. The schools want to help with this problem. But we must first obtain information about the numbers of young children of women who are now working and of women who would like to enter employment. We must also secure the names of women who are not working and do not intend to work for wages, but who would offer to assist with the nursery school program for children of working mothers. To help provide this information, will you answer the questions in the following inquiry which apply to you?

---

1. Are you employed outside your home? Yes____ No____

   If you are not now employed outside your home, would you go to work if you could make satisfactory arrangements for the care of your children? Yes____ No____

   If you are not now employed and do not intend to enter employment, would you volunteer your services to help care for the children of women who are employed outside the home? Yes____ No____

   If so, please check the types of work for which you are fitted:

Supervised play	____	Housekeeping	____
Storytelling	____	Nature activities	____
Rhythms	____	Cooking	____
Music	____	Other	____

1/ This form is an adaptation of the one proposed in Leaflet No. 2 for use through the schools.

2. If you are NOW EMPLOYED OUTSIDE YOUR HOME OR WOULD LIKE TO BE EMPLOYED, please give the following information:

How many children do you have who are below school age? _____

Please give the following information about each one of them:

Name	Age (Years)	Sex Boy	Girl

For what hours do you need to have the schools provide a nursery school or kindergarten for your children 2, 3, 4, or 5 years of age? _____

3. If you are NOW EMPLOYED OUTSIDE THE HOME, please give the following information:

What is the name of your employer, or the firm for which you work? _____

What are your working hours, including the time needed to get to and from work? From_____To_____

Who takes care of your children while you are away from home?

Father	_____	Girl under 16	_____
Older child in family	_____	Woman	_____
Relative (Who?)	_____	Other arrangements	_____
Neighbor	_____	_____	

How much does the care of your children cost you by the week? $_____

Are you satisfied with the present arrangements? _____

4. What is the present occupation of your husband? _____

What is the name of his employer, or the firm for which he works? _____

What are his working hours? From_____To_____

_____
(Name)

_____
(Address)

Playrooms, sleeping rooms, and the playground should all be easily accessible to toilet facilities. Although small-sized toilets and wash bowls are desirable, standard fixtures can be adapted to the use of the small child by constructing a low platform (4 or 5 inches from the floor) in front of the toilet, and steps of suitable height in front of the wash bowls. According to recognized standards, a nursery school needs one wash bowl and one toilet for every 8 to 10 children.

What kind of a playground does the nursery school need?

Since young children should engage in active outdoor play whenever possible, some 60 to 100 square feet of playground space per child should be provided. A fence is essential in city areas, and in all situations it pays good dividends in terms of security and greater freedom for children and ease of supervision for teachers.

Playgrounds should be well-drained and free from dampness, and should have a maximum of sunlight, together with some shady stretches. Grass is probably the most satisfactory surface. Growing trees and plants will provide vital nature experiences. There should be a cement walk or wooden platform for pulling wagons, riding tricycles and kiddycars, pushing trucks, or shoving engines--all activities the little child delights in. The playground should if possible be directly accessible from the play or locker room.

What kind of a program does the nursery school have?

Many nursery schools have been operating on a half-day schedule. A typical all-day school has in the past been in session from 9 in the morning until 4 in the afternoon. Under present wartime conditions, however, the nursery school day for children of working mothers may need to begin as early as 7 or 8 o'clock in the morning and may continue until late in the day, possibly until 6 o'clock in the evening. Time of arrival and departure will depend upon the working hours of the mother. Since the school may have the supervision of the child during most of his waking hours, it must in such cases take the responsibility for providing a well-balanced program of activity and rest, of free play and routines, companionship and solitary play, and a well-balanced diet. No schedule for young children can be followed exactly every day. The program must always be flexible enough to allow for unexpected conditions and unforeseen enthusiasms on the part of the children. A general schedule of activities for an all-day nursery school under the program of extended school services will probably follow a plan such as this:

7:00 - 9:00	Arrival; health inspection; toilet; drink of water, or breakfast according to child's needs; and indoor play
9:00 - 10:45	Outdoor play; midmorning water, orange juice, cod liver oil
10:45 - 11:30	Toilet; rest; quiet indoor play; preparation for dinner
11:30 - 12:30	Dinner; preparation for naps
12:30 - 2:30 or 3:00	Naps; indoor play (for older children who wake up early)

2:30 - 3:15 Dressing; toilet; afternoon fruit juice or milk

3:15 - 4:30 Outdoor play (length of period to vary with climate)

4:30 - 6:00 Indoor play; music; stories; supper (according to child's needs); preparation for departure; departure

The daily program of the nursery school is always planned with reference to the age, ability, and the interests of the children who attend. Two-year-olds will need more time for the processes of toileting and dressing than will older children. Four-year-olds will be more interested than younger children in music, conversation, and story groups and so may be given more or longer periods of this kind.

If the nursery school is a very small one, the children may not be divided into definite groups; but within a given group, different activities will be planned for different ages. If there are several nursery school groups, each may be limited to a given age. The programs will then vary accordingly.

Perhaps nothing affects the schedule as much as do climate and seasonal changes. In the warmer sections of the country, many nursery school activities may be carried on out of doors for the greater part of the year. In the north and central sections, the schedule will vary to a greater extent from one season to another. In all sections the nursery school must adapt its program to rainy weather, foggy days, windy days, etc.

What are the minimum essentials for equipment?

For playing, eating, and sleeping, the nursery school provides equipment adapted to the age and development of the child, making self-help possible: cots, tables, and chairs are child size, low cupboards and lockers are provided for toys and the belongings of the children; pictures are hung at the level of the child's eyes; hooks for wraps are of child height; small pitchers, cups, plates, and silverware are provided; piano and/or phonograph are, of course, necessary for musical experiences.

In selecting play equipment the following standards should be used:

It should stimulate a child to do something actively.

It should possess the possibility of being used in many different ways.

It should be suited to the age, interests, and abilities of the children using it.

It should be sturdy and safe.

Play equipment which has proved interesting to young children include the following:

Sand box and sand toys (sifters, pails, trowels, shovels, spoons, funnels, jelly molds, pans).

Clay, crayons, paints (calcimine), brushes, large sheet of newsprint, easels, blunt-end scissors.

Blocks (2" by 4" make excellent blocks in 4, 8, 16, and 24 inch lengths. All blocks should be well sandpapered to avoid splintering. Plenty of them should be at hand).

Doll-corner equipment (dolls, sturdy bed, doll buggy, doll clothes, dishes, table, chairs, rocking chair for the child, ironing board and iron, clothes line, and clothes pins).

Small mobile toys (trucks, trains, wagons, etc.)

Work bench (medium sized hammer and saw, vise, nails with large flat heads, odds and ends of soft lumber).

Story-book cupboard with books available for free choice.

Equipment for active play (boards, packing boxes, teeter-totter, saw horses, ladders, swings, slide, horizontal bars, rings, tricycles, peddle variety of kiddy cars, wagons, simple toy trains, and automobiles).

Materials like these give young children an opportunity to make something, to manipulate, to mold things to their own purposes. They are on the "must" list for any nursery school. A great many of them can be made by school carpenters, high-school woodworking classes, or fathers who have had some experience in working with wood.

Does the nursery school need professionally trained teachers?

Trained teachers are essential. They should have specialized training in the field of nursery-school-kindergarten education or child development or both. They should also have had some nursery school, kindergarten, or other practical experience in guiding young children.

In addition to her teaching duties, the nursery school teacher in charge will need to assume responsibilities for supervision, planning meals, household management, parent education, training volunteers, and daily health inspection. She will always be responsible for essential record keeping. Moreover she needs to know what is going on in the world in more than verbal terms. Plants, animals, rocks, music, buildings, transportation -- all of these need to be a part of the young child's world. The teacher must have the ability to share such interests with children.

How can volunteer helpers be used in the nursery school?

Volunteers can help in many of the routine activities of the nursery school. They can take off and put on wraps, take the children to the toilet, assist at meal time, serve midmorning and midafternoon lunch, and make preparations for nap-time. They can often assist with play groups, story telling, musical experiences, and excursions.

Such helpers will need preliminary training in child care, as well as close guidance after becoming part of the nursery school staff. In communities where there are no organized child-care classes, this preliminary training will need to be given by the nursery school teacher. A volunteer should not be assigned responsibility for any of the activities of the children, no matter how routine, until she has worked in the nursery school for some time and has acquired a real understanding of the young child and his needs. The operating agency should arrange for obtaining volunteers through the local Civilian Defense Volunteer Office.

What factors influence the cost of the nursery school?

The initial cost of organization as well as maintenance costs will vary widely. The range of budgetary requirements under various conditions is so great that no one set of figures is representative at the present time. In many cases community-sponsored nursery schools may have the use of all or part of a desirable building, rent free. Needed equipment and supplies may be donated by individuals or organizations. Fathers or students in high-school woodworking classes may build all or part of the equipment. The amount allowed for food depends upon local costs, upon the length of the school day, and upon the number of meals for which the nursery school assumes responsibility. Some nursery schools leave the responsibility for cod liver oil to the parents; others assume it as part of the services of the nursery school. Even the amount allowed for salaries will vary with local conditions, the prevailing salary scale, the size of the staff, and the number of volunteer helpers available.

With full consideration of all these variable factors, it is estimated that the aggregate expenditure per year will range from $125 to $250 per child, depending upon existing community facilities and local living costs. Information gathered from various parts of the country shows that parents are paying nursery school fees ranging from 25 cents to $1 per day, thus reducing considerably the actual cost of the program to the community. One school system, preparing an estimated cost sheet for setting up services to care for young children of working mothers, was able to make fees plus contributions carry the total cost of operation. In another community those preparing a plan of nursery school services, without considering contributions but including the item of fees, estimated the cost at approximately $80 per child. When one considers that the services rendered by the nursery school are not only to children but to parents and that they involve items not ordinarily covered in the regular school budget, including the close supervision demanded by young children, this figure does not appear unreasonable.

What are some sources of financial aid?

Funds for providing the program may be available from State and local agencies responsible for education, welfare, and recreation, and through such agencies as defense councils, community chests, civic groups, churches, private contributors, including employers and the parents themselves. Since the program is set up to meet the needs of parents earning increased wages, it may safely be assumed that at least a part of the program can be financed through fees from parents, the amount of which will be determined on the basis of local conditions and practices. Information regarding Federal financial participation will be made available through administrative memoranda issued from time to time by the Office of Education.

School Children and the War Series
Leaflet No. 2 (Preliminary copy)

ALL-DAY SCHOOL PROGRAMS FOR CHILDREN OF WORKING MOTHERS

SOME QUESTIONS THAT NEED TO BE ANSWERED:

What is the all-day school program?

What does the all-day school program do for children?

How can a community interested in such a program get one started?

How can a planning group determine the need for such a program?

How can the planning group determine what resources are already available in the community?

What kinds of activities should be included in the program?

What are typical daily schedules for an all-day school program?

How does a schedule work out for individual children?

What general principles underlie the program before and after regular school hours?

Where should the program be located?

What space and housing facilities are needed?

What equipment is necessary for the expanded program?

Is trained personnel needed?

How large a staff is needed?

Can volunteers be used?

What are the possible sources of financial support?

Federal Security Agency
U. S. OFFICE OF EDUCATION

What is the all-day school program?

The "all-day school program" is here defined as that phase of extended school services which is designed for children beyond nursery school age, from about 5 to 14 years. Children of nursery school age are also included in the total program of extended school services, but these are considered in another leaflet of this series.1/ A group of children come together for the entire day, perhaps every day of the week, during winter and summer. The program includes the regular school session as a nucleus, but it also includes the hours before and after school, when children are ordinarily at home or otherwise under parental supervision. Thus the program is often from about 7 or 8 a. m. to 6 or 7 p. m. These hours depend, of course, upon the hours during which the children of working mothers need care.

What does the all-day school program do for children?

It provides children with happy, fruitful, and healthful activities in addition to those already provided by the regular school program. In many cases, too, the children may need to have one or more meals provided for them during the hours when their mothers are away from home.

How can a community interested in such a program get one started?

Of course, no community project for an all-day school program can or will get under way unless the problem is first recognized as being present in the community. This recognition of the problem may come through the initiative of an individual or group of individuals (teachers, parents, social workers), or an organization. No matter who starts the ball rolling, plans cannot proceed very far without the cooperation of several organized groups. Because the school is a community agency close to the lives of both the parents and the children, it is in a strategic position to assume leadership on this problem. It is imperative, however, that the school work actively with other agencies in planning the program. It is also important that the parents faced with the problem of providing care for their children have an opportunity to express themselves and to help with the details of the program. Only in this way can all aspects of the welfare of the children be met and active cooperation be secured. A small planning group, representing all interested agencies, should determine policies, study financial arrangements, and plan for the program itself.

How can a planning group determine the need for such a program?

The all-day school program must meet the needs of the group to be served. To be considered in determining such needs are the number and ages of the children who cannot have the necessary home care, the days of the week and the time of day when their mothers are working, the number of meals to be served, and the resources available for meeting the needs. Therefore, it will be necessary for the planning group to sponsor a survey. This survey may be conducted on a neighborhood basis through a house-to-house canvass, through the schools, the social agencies, the

1/ See Leaflet No. 3 of this series for consideration of the nursery school program: "Nursery Schools Are Vital to America's War Effort."

newspapers, or the factories. The school survey will give for the children attending school the broadest coverage. A questionnaire similar to those that have been used in some communities is given on pages 4 and 5. The information gained through such a form will need to be pursued further if additional data concerning the exact needs of the children and the extent of the resources of the parents are desired. Such an approach will involve counseling service to parents.

How can the planning group determine what resources are already available in the community?

All existing services under both public and private auspices should be studied to determine to what extent they can be used or adapted for meeting the need for all-day school programs and for serving meals to children of working mothers. Information concerning present community resources, both physical facilities and professional services, may be on file with councils of social agencies, defense councils, chambers of commerce, health authorities, or other central planning groups. These sources should not be overlooked. Only information that is not available otherwise should be collected by the planning group. By studying existing resources, one community was able to obtain for the all-day program morning health inspection of the children by a nurse from the city health department; another secured the part-time services of a nutritionist through the community hospital; another secured the services of recreational leaders.

What kinds of activities should be included in the program?

The activities will vary with both the ages and interests of the children. The following, however, are large general classifications which apply more or less to all age groups:

Active Play

Group and team games (tag, cat and mouse, fox and geese, hide and seek, prisoner's base, relay races, ball games).

Self-directed activities (block building, hopscotch, jumping rope, ball bouncing and throwing, swinging, apparatus play, stunts, swimming, wrestling, boxing).

Rhythmic activities (folk dancing, singing games, rhythm band, tap and creative dancing).

Dramatic play (housekeeping, cowboys and Indians, soldier, war, school, store) and dramatics (for older children).

Quiet Play

Arts and crafts (clay modeling, sewing, drawing and painting, simple woodworking, carving, weaving, puppet making).

Self-directed games and activities (sand play, card games, puzzles, checkers, Parchesi).

EXTENDED SCHOOL SERVICES FOR CHILDREN OF WORKING MOTHERS
Inquiry Form For Use With Parents

To Mothers of School Children:

Many women who are working in this community find it difficult to make satisfactory arrangement for the care of their children. We want to help with this problem. To do this we must first obtain information about the numbers of children of women who are now working and of women who would like to enter employment. We must also secure the names of women who are not working and do not intend to work for wages but who would offer to assist with the school program for children of working mothers. To help provide this information, will you answer the questions in the following inquiry which apply to you? If you receive more than one of these inquiries, answer only one.

_____
Superintendent of Schools

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1. Are you employed outside your home? Yes____ No____

   If you are not now employed outside your home, would you go to work if you could make satisfactory arrangements for the care of your children? Yes____ No____

   If you are not now employed and do not intend to enter employment, would you volunteer your services to help care for the children of women who are employed outside the home? Yes____ No____

   If so, please check the types of work for which you are fitted:

Craft work	_____	Sewing	_____	Other	_____
Supervised games	_____	Nature study	_____		_____
Dancing	_____	Child care	_____		_____
Music	_____	Cooking	_____		_____

   If you have already reported this information to a volunteer registration agency, disregard this inquiry.

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2. If you are NOW EMPLOYED OUTSIDE YOUR HOME, OR WOULD LIKE TO BE EMPLOYED, please give the following information:

   How many children do you have who are 14 years of age or under? _____

   Please give the following information about each one of them:

Age	Sex	Name of school attended (either public or private)	Grade in school

For what hours do you need to have the schools provide a nursery school or kindergarten for your children 2 to 5 years old? _____

For what time do you need to have the schools provide care for your children 6 to 14 years old?

Before and after school? _____ Vacation time? _____
Saturdays and holidays? _____ At night? _____
Noon lunch? _____

3. If you are NOW EMPLOYED OUTSIDE THE HOME, please give the following information:

What is the name of your employer, or the firm for which you work? _____

What are your working hours, including the time needed to get to and from work? From _____ To _____

Who takes care of your children while you are away from home?

Father _____ Girl under 16 _____
Older child in family _____ Woman _____
Relative (Who?) _____ Other arrangements _____
Neighbor _____ _____

How much does the care of your children cost by the week? $_____

Are you satisfied with the present arrangement? Yes ____ No ____

4. What is the present occupation of your husband? _____

What is the name of his employer, or the firm for which he works? _____

What are his working hours? From _____ To _____

_____ _____
(Name) (Address)

Stories, poetry, and drama (story-telling, reading--individual and with the group, creative writing of stories, poetry, and plays).

Nature activities (nature walks, collections, exhibits).

Music (singing, listening to music by radio, victrola, piano).

Movies (both entertaining and informational films).

Excursions (trips to a place of interest such as a museum, construction work, zoo, dairy, farm, post office, etc.).

Household duties - Children can share and get much pleasure out of putting away materials or helping to prepare and serve meals for their own group and for younger groups.

Club and hobby groups - Beginning at about age 9 there is a growing interest in social grouping. The club idea with its officers, name, and organization is very appealing. Sometimes a club may be short-lived, having served its purpose; again real interest in a mutual hobby may hold it together for a long time. The wise leader uses this interest in his program.

Group discussions or "get togethers" (discussions of plans for the day, discussions before and after a trip, discussion of world events).

War work (salvage collections, gardening, Red Cross work, and other activities providing specific opportunities for children to help with the war effort).

Rest - Younger children should lie down for a 10- or 20-minute period of rest during each half-day period; quiet listening to stories or music may provide all the rest necessary for older children.

Special opportunities - These may be arranged on the basis of the payment of small fees. (Music lessons, dancing lessons, swimming lessons).

What are typical daily schedules for an all-day school program?

Daily programs differ so greatly that sample schedules can only be suggestive. The schedules here given do not attempt to cover the activities of the regular school session, but only those of the hours before and after this session. These should be especially flexible, changing from day to day, with materials varied enough to permit a wide choice. They should provide for much supervised free play, and a limited amount of directed play. The schedules given presuppose facilities and equipment which allow an extensive range of activities for the individual boy and girl.

Monday, Tuesday, Wednesday, Thursday, and Friday Program 2/

A. M.	
7:00 - 9:00	Breakfast; housekeeping activities; supervised play.
9:00 -12:00	Regular school session.
P. M.	
12:00 - 1:15	Preparation for dinner; dinner; rest, outdoor play.
1:15 - 2:00 (2:30, 3:00 or 3:30)	Regular school session.
2:00 (2:30) 4:15	For younger children: - Free play, largely individual or small group activities such as sand play, block building, swinging, toy play activities with play equipment, water play, dramatic play, wood working, clay modeling, painting, simple games; lunch (fruit juice or milk with whole wheat sandwich) at about 3 or 3:30 p. m.; rest. For older children: - Active outdoor play (directed part of time); organized team games.
4:15 - 5:30	For younger children: - Indoor activities, small group or individual play; story telling; music for listening; rhythmic responses to music; simple trips. For older children: - Club or hobby groups; reading, dramatics; quic games; excursions; movies, radio; work and community projects.
5:30 - 5:45	Preparation for supper
5:45 - 7:00	Supper: For younger children: - Quiet activities, such as story telling, singing, individual play. For older children: - Quiet activities, such as reading, conversation, games, personal projects.

Saturday, Sunday, and Vacation Program

A. M.	
7:00 - 8:30	Breakfast, housekeeping activities; quiet activities.
8:30 -10:00	For younger children: - Free play, largely individual or small group activities, such as sand play, block building, swinging, toy play, activities with play equipment, water play, dramatic play, wood working, clay modeling, painting, simple games. For older children: - Active outdoor play (directed part of time); organized team games.
10:00 -10:45	For younger children: - Lunch (fruit juice, tomato juice or milk, whole-grain or graham wafer); rest. For older children: - Music appreciation; conversation; reading; movies; radio.

2/ This program may be reduced or increased for any group of children according to needs.

10:45 -11:45	Arts and crafts.
11:45 -12:00	Preparation for dinner.
P. M.	
12:00 - 1:45	Dinner; rest; conversation; story hour; group singing.
1:45 - 3:45	For younger children: - Free play, largely individual or small group activities; lunch (fruit juice or milk and whole-wheat sandwich) at about 3 or 3:30 p.m.; rest.
	For older children: - Active play out-of-doors; excursions; swimming; organized games.
3:45 - 5:30	For younger children: - Free play; music for listening; group singing; free rhythmic responses to music; simple trips; stories.
	For older children: - Individual activities; stories; reading; hobbies; group activities; dramatics; discussions; movies; radio.
5:30 - 5:45	Preparation for supper.
5:45 - 7:00	Supper; housekeeping activities; quiet activities.

How does a schedule work out for individual children?

The program is dedicated to the child's individual needs. Let us look at a day in the lives of two different children in attendance at an all-day school program. The day is Saturday.

The first child is Billy, an active, sturdy boy of 10 years whose mother works from 8 in the morning until 4 in the afternoon.

Billy arrived at school one Saturday morning at 7 o'clock and had his breakfast immediately. This was his program of events for the day:

A. M.	
7:00 - 8:30	Breakfast. Helped teacher get out play equipment; set up the "ball diamond."
8:30 -10:00	Played baseball - "Yanks" vs "Dodgers." Billy was a Yank on the winning team.
10:00 -10:45	Went into playroom for a period of quiet play; spent a short time reading and then worked at the work bench on a model plane.
10:45 -11:45	Continued to work on his own plane; spent part of time helping Tommy with his.
11:45 -12:00	"Cleaned up" for dinner.
P. M.	
12:00 - 1:45	Dinner. Listened to story being told by a volunteer worker, a librarian; joined group singing for awhile.
1:45 - 3:45	Took active part in a variety of games - hide and seek, prisoner's base, marbles; then went swimming in the school pool.
3:45 - 5:00	Painted his plane; helped Tommy some more.
5:00	Returned home, taking "main supper dish" with him.

The second child is Bobby, a boy of 9 years who has a paralyzed leg which keeps him out of all running games. He is a serious, quiet, little boy who finds social acceptance through helpfulness to others. Bobby's mother works in an armament plant from 8 in the morning until 4 in the afternoon.

Bobby, too, arived at school on Saturday at 7 in the morning. He took part in the following activities:

A. M.	7:00- 8:30	Breakfast. Helped straighten up dining room.
	8:30-10:00	Acted as "umpire" for a baseball game; spent some time swinging; helped pick up some of the toys scattered about by the younger children; spent some time watching the activities of other children.
	10:00-10:45	Listened to music played on the victrola; spent some time reading western story.
	10:45-11:45	Divided his time between clay modeling and wood carving, intent on carving a bucking horse with a cowboy clinging to his back.
	11:45-12:00	Got ready for dinner.
P. M.	12:00- 1:45	Dinner; rest. Listened to story told by the volunteer "story-teller."
	1:45- 5:00	Read some more in his book; worked at wood carving; took part in group dramatics and rhythm band; went swimming.
	5:00	Went home.

These little boys are but two of the many children who will find in the all-day school program activities suited to their individual interests and needs.

What general principles underlie the program before and after regular school hours?

Obviously the all-day school program will vary from one school to another and from one community to another depending on the ages and interests of the children; the hours of operation; arrangements of building and space; interests and abilities of the teachers and leaders. However, there are a few principles which can be generally applied:

The program should provide the children with an active social life with companions of their age; with space, material, and opportunity for happy play and for all the creative activities (arts, crafts, drama, excursions); with guidance which will help them to understand their new and changed life.

The program should provide children with an opportunity to take responsibilities appropriate to their ages.

The program for any group of children must be well-balanced during the entire day. If the children are kept indoors all morning and early afternoon by their regular school program, the rest of the program should provide for plenty of outdoor play. There should also be a balance between active and quiet play.

The program should provide safeguards for both mental and physical health.

The program should provide a carefully planned schedule which, although flexible, places certain routine activities, such as eating and resting, at the same time each day.

There should be both short-term and long-term planning of activities. Long-term planning concerns activities which may be carried for a period of six months or more; short-term planning concerns daily and weekly activities in terms of the immediate interests of the children.

Provision should be made for variation of activities to meet the children's needs and interests. Different play activities will be carried on at the same time by different children, generally through the child's own choice. Time in which to be alone, to engage in solitary play, or merely to watch should be provided. Special provisions should be made for children with cardiac difficulties, malnourishment, or undernourishment, or other physical handicaps.

The day's schedule should allow for a maximum amount of outdoor play, even in winter.

The teacher or leader should not be an arbitrary authority but a guide who encourages independence, initiative, self-reliance, confidence, friendship, and happy relations between children. He should be alert to evidences of strain and know how to minimize them.

Where should the program be located?

It should be easily accessible to the homes of the children whom it serves; it should, if possible, be located in the immediate neighborhood. If a large territory is to be included, convenience to parent's work and transportation facilities should be considered. The regular school sessions will, of course, be carried on in the school building. If the activities before and after regular schools hours cannot be located in the school, accessibility to the school should be achieved, because school children are to be accommodated. In some communities, where large war industries have moved in and where it is necessary to use a double shift for the regular school program, the school plant facilities may be too small to house the total program. Under such circumstances, space may be found in public housing projects, churches, club houses, settlements, parks, and vacant houses (if they contain large rooms), depending upon what is available in the community.

In any case, school authorities should be responsible for the complete utilization of the school plant facilities. The services here discussed and so urgently needed are school services. Consequently school authorities must accept responsibility for their provision either in the school buildings or in buildings and other facilities not now so used but adaptable for these purposes.

What space and housing facilities are needed?

The all-day school program requires both indoor and outdoor space. The indoor space should include a playroom (which may also be used for eating and if necessary for sleeping), toilet facilities, and a kitchen. There is bound to be wide variation in plant in accordance with the size of the program. A program caring for only 20 small children might have exclusive use of only one large room, whereas a program handling five different age groups might have five or six playrooms, a separate sleeping or rest room for the younger children, an eating room, an isolation room, and a large well-equipped kitchen. The building

should conform to local and State building codes and have the approval of the fire marshall and health officer. A safely enclosed or protected outdoor playground containing some play equipment is also essential.

What equipment is necessary for the expanded program?

Play materials, although essential to a successful program, need not be expensive. They may consist largely of homemade or improvised materials. Equipment for outdoor play should be available in all programs: Swings, slide, teeter-totter, trapezes, rings, ladders, packing boxes, balls (basketball, football, volley ball), baseball equipment, etc. Many schools already have such equipment on hand for use in the regular program.

Dolls, housekeeping toys, blocks, wagons, trucks, sandbox, trains, and tricycles should be provided for the children in the younger groups. Materials and equipment for crafts should be provided as needed. In many cases improvised or substitute materials can be used. Games, puzzles, and musical instruments will be needed in most programs. A shelf of well-selected books and miscellaneous magazines should be available for all age groups.

Is trained personnel needed?

Yes, by all means. The provision of adequate and qualified personnel is of first importance. The quality and experiences of the care of the children depend upon it. Training should be comparable to that required for the regular school program. In addition, most classroom teachers will need some supplemental training before assuming the responsibility of recreational groups.

Education, social work, child development, psychology, and recreation all represent good general backgrounds of experience for this work. By staggering teachers' hours of service and by using additional recreational specialists when needed, trained leadership can be made available throughout the day. Schedules will, of course, need to be readjusted so that no one person will be called upon to give an unreasonable amount of time.

How large a staff is needed?

Naturally the size of the staff will vary with the situation and the size of the community. A small program may have only one or two paid staff members. For a large program the staff may include teachers and full-time or part-time recreational workers, doctor, nurse, social workers, dietitians, cooks, maids.

The number of children per teacher or adult worker in the periods before and after the regular school hours should be kept flexible, the size of a group depending upon the type of activity carried on. Some groups, as in music and in general playground activities, may be as large as 45 or 50, or even larger. Other groups, such as those organized for handwork and discussion projects, should be kept relatively small.

Can volunteers be used?

Yes. Through the local Civilian Defense Volunteer Office information may be secured as to available persons. Some professional men and women in the community - doctors, dentists, nurses, librarians, social workers, recreational specialists, and others - may be able to give a few hours each week in the line of their specialties. Nonprofessional persons, also, have a contribution to make. Those who lack training should, of course, be given the necessary preparation, and they should be supervised by the teachers or others on the professional staff. All volunteers should be selected in terms of the duties that they are to perform, their willingness to take training considered necessary, and their ability and willingness to give dependable service. They may be used in connection with the activities of the children, clerical service, meal preparation and serving, health examination, and other special services.

Parents, too, can participate as volunteers, but they also need training in order to develop a common philosophy and understanding of the program. Some may serve on planning committees; some may assist with the necessary preliminary surveys; some, when not employed full-time, may assist with the actual program.

What are the possible sources of financial support?

Funds for maintaining the program may be available from State and local agencies responsible for education, welfare, and recreation, and from such agencies as defense councils, community chests, civic groups, churches, private contributors, including employers, and, last but not least, the parents themselves. Since the program is set up to meet the needs of parents earning increased wages, it may safely be assumed that at least a part of the cost can be met through fees from parents, the amount of which will be determined on the basis of local conditions and practice. Information regarding Federal financial participation will be made available through administrative memoranda issued from time to time by the Office of Education.

III. PROBLEMS RELATING TO HEALTH AND EFFICIENCY OF WORKERS

Concern for the health and efficiency of industrial workers in relation to their maximum productivity necessarily leads to consideration, first of all, of the worker on the job and of the plant conditions affecting his performance, secondly of the worker in relation to the community and an evaluation of his living conditions. A third field in which we have yet not had much experience but will become increasingly important, involves the problems arising in connection with the transfer of workers from their home community into areas of industrial concentration.

A. Plant Facilities and Services

A cursory examination of the conditions in the plant which affect the performance of industrial workers include safety, medical care, eating facilities, recreation and physical fitness, and the individual problems which if not solved result in a decreased level of production, absences and quits.

Safety

Safety appliances and safety education become increasingly important as new machines become scarcer, facilities for repair are decreased and as more and more inexperienced workers enter the labor market. As the manpower shortage increases the new entrants will be not only more inexperienced but will include persons who might well be more susceptible to accidents because of lack of agility; the special strains to which such workers as women and the handicapped may be subject, and the lack of judgment which may well be a characteristic of youth entering the labor market for the first time.

Medical Services

Medical services in connection with industrial plants has long been recognized as an integral part of good management. First aid is, of course, essential in any factory situation. But beyond this, the regular services of an industrial physician and his staff are particularly important during a war period. Pre-employment examinations and medical examinations after illness are of invaluable assistance both in controlling accidents and in increasing production, by discovering and checking occupational diseases and hazards. The addition of many unskilled and inexperienced workers increases accident and illness hazards and the employment of women involves special health problems. The general shortage of physicians in war areas also places the industrial physician in a particularly strategic position to control illnesses which might otherwise spread to the community. Also, war production involves the handling of substances, the effects of which are not too well known, and result in new diseases which could not otherwise be stopped in their inception, and the inevitable increase in the production of such materials as explosives naturally increases the danger of large scale accidents

at which time the absence of the protection of emergency services would result in irretrivable damage.

Eating Facilities

In this generation adequate nutrition has been recognized as equally important to health as medical care. The increased energy, the increased resistance to disease and the actual increase in physical fitness due to diet, is a point which does not need to be labored. The need for eating facilities in or near industrial plants is an inevitable corollary to the need for adequate food. In the present period this need is accentuated because of new entrants into the labor force whose resistance may be lowered by the strains of employment. Distances traveled to the job make the working day longer, and therefore more workers become dependent on plant facilities. The greatly increased population in industrial areas and the over burdening of existing commercial facilities, the lack of other resources, add to this need. Looking ahead even a short period of six months, the increased employment of women and decreased amount of prepared foods will make more difficult than ever home cooking to supply all the foods required by the workers.

Recreation

Recreation has so long been associated in our minds with a concept of frivolity that many do not realize the close correlation of the need for recreation and relaxation to physical fitness and health. Muscular strains resulting from the continuous performance of repetitive operations, nervous tensions resulting from the inevitable speed up, the longer hours, and the complete upheaval and disorganization of normal lives, all require relaxation, both physical and mental. This has been recognized from the beginning of the war program in England, and many methods have been planned to counteract this, including the use of music, entertainments, and many athletic and physical activities. The basic planning for this lies in the community, but the plant must consider its responsibility to the worker while he is on the job, and adequate provision be made for recreational outlets during the lunch hour and often before and after work when transportation arrangements involve periods of waiting or make other locations inaccessible. The plant responsibility is increased in communities where the town is so small that other resources are non-existant, and when large groups of workers are living away from their families so that the contacts made at work are their sole social outlet.

Personal and Information Services

Studies of "industrial fatigue" show high correlation between personal worries and decreased production; analysis of the reasons for quits indicate that more than 33% are due to "family affairs" and "personal reasons"; absence reports show a high percentage of absences because of individual needs. Many workers accept employment readily and sincerely, and do not realize until they are on the job that they cannot continue working without re-planning their personal responsibilities. Many married women with children have

already resigned because they cannot make adequate arrangements for the care of their children. Others discover that home responsibilities require at least one day away from work a week. Many men have already left the shipyards because they cannot find adequate accommodations for their families, because they cannot send their children to school or obtain medical care for their wives. The fact that these problems do often come up on the job, the unfamiliarity of many workers with community resources, and the personal readjustments that many of the new entrants will have to make before working successfully, all emphasize the need for individual services in the plant. This has been found so important in England that the inclusion of trained personnel is required before factories are scheduled under Factory Work Orders. In this country some of the largest and best established plants have always provided this service as an integral part of management. Many new plants have for themselves discovered the needs for this type of service and have attempted to provide for it, without, however, any standards or assistance given from the federal government.

B. Community Facilities and Services

In the previous discussion of the problems affecting the health and efficiency of industrial workers in plants, it was apparent that many of the problems which were encountered in the factory were related to and sometimes due to community conditions. Safety devices are not safeguards against the worker's lack of alertness, medical facilities and examinations are of little value if no attention is paid to the health conditions in the home, cafeterias cannot substitute for the meals the worker eats away from work, physical exercises at the plant do not compensate for the deletorious effects of undesirable or unhealthy commercial amusements in the community.

Housing

The need for housing, the acute shortages in many war industrial areas, the bad conditions of housing in which many of the war workers live, has been made the subject of many publications and has been well stated by the National Housing Agency. Its relation to the labor supply is equally obvious and is already the recognized concern of the War Manpower Commission. In a great many instances, however, recognition of this need is limited to "housing conditions" rather than to "living conditions". Although a worker, of course, needs a place where he can obtain adequate sleep, this is not the only factor which affects his job performance.

Transportation

Transportation is required before he can get to the job and in many communities public transportation facilities are heavily overtaxed or the routes are not planned in relation to new industrial plants. In other instances, there are no public transpor-

tation facilities to industrial plants and workers are dependent on private automobiles the use of which are limited by gasoline rationing and rubber shortages. This situation is aggravated by housing shortages which require workers to live far away from their places of employment and as a result increases the length of their working day from two to three hours.

Health and Medical Care

In his home community the worker has almost always known exactly where to go in case of illness, either receiving medical care through his private physician or through clinics. In areas of industrial concentration, however, the increase of population, coupled with the drain of physicians into the armed services, has made it often impossible to obtain medical care, particularly in the case of the newcomer who is not familiar with the local resources. The need for medical services on the other hand, is increased by the shifts of population to unaccustomed climates and occupations. This shortage of course, is also reflected in the shortage of hospital beds, forcing many workers to be treated at home under inadequate supervision.

The increase in population in small communities where public utilities have never been planned for large concentrations of population and in urban areas where the increased drain on water supply and sewage plants is disproportionate to the existing facilities, makes the hazard to public health more imminent. In one war area for example, there already has been a serious outbreak of spinal meningitis which has spread with shocking rapidity in the areas of the city where families are doubled up because of housing shortages. In other areas local public health officials are already terrified by the dangers of epidemic due to the inadequacy of water supply and sewage disposal, the crowded conditions and the shortage of medical services.

Eating Facilities

The relation of the eating facilities in the industrial plants to the community food resources has already been mentioned. Attention, however, should be called to the lack of adequate restaurants in many of the industrial areas, to the increased difficulties in planning home meals because of food shortages and the reduction in the number of prepared products, of the rising prices which make economical buying more difficult. These changes all require more planning at a time when the workers have the least, and at the same time existing restaurants are the most over-burdened when the greatest demand is made on their services.

Education

The need of school facilities is also directly related to the industrial workers. In many of the war communities the children are unable to attend school because of the lack of facilities, they are put in crowded classes where the dangers of contracting communicable diseases are increased and in other places they have to go long distances to attend school, often crossing dangerous highways and running

other accident risks. The lack of school facilities is equalled in many areas by the lack of teachers, many of whom have gone into war production because of low salaries paid in their profession, others who have been recruited into the armed services. Workers are already leaving war jobs because their children are unable to attend school.

Recreation

Certainly one of the areas of primary concern to the War Manpower Commission is the physical fitness of the industrial workers. This is achieved only if the worker has an opportunity to relax after work, to help guard his health through physical activities, and through recreation which helps relieve nervous tensions. The great increase in absences following the weekend certainly has a direct relation to the type of activities in which the worker has indulged and yet in many instances there is no place available except the corner bar. In one place a dormitory is being constructed for women workers at the present time near a plant located in a rural area where the only restaurant and place of entertainment within a two mile radius is a roadhouse where hard liquor is served. The construction of commercial movie houses has almost completely stopped because of shortage of materials. Many of the forms of amusement to which people are accustomed are similarly limited. Besides this the absence of play areas for the worker's children often directly affects the worker by noises which interfere with his sleeping and indirectly by forcing the children to play in the streets where they encounter undue hazard or in undesirable neighborhoods which may often result in juvenile delinquency.

Day-care

The War Manpower Commission has already recognized the need for day-care facilities in order to make provision for the children of employed women. It is, however, important to emphasize the fact that although this need is increasing, available facilities are becoming more and more limited and the shortage of trained personnel is increasing. The make-shifts that many of the mothers are using increase the health hazards for their children and make no attempt to provide supervision.

Personal and Information Services

Many other problems are involved in the employment of labor reserved and of workers new in the community. Information services are needed in order to direct newcomers to community resources. Problems of readjustment to the new job and to new types of living, many problems which are involved in the employment of women outside their care of their children, such as the provision of laundry facilities, and arrangements for shopping and housekeeping, problems arising through the placement of handicapped persons, all these must be considered as basically related to any wide-scale recruiting and labor utilization program.

C. Problems Involved in the Transfer of Workers

The War Manpower Commission is at the present time contemplating more and more control over the migration of industrial workers. The directive on transportation of workers to non-ferrous metal mines is the initiation of a procedure which in all probability will be increasingly employed. Since this whole concept is so new, the problems involved in this transfer of workers cannot be evaluated on the basis of past experience but they can be planned on the basis of analagous experiences in this country, and of plans developed in other countries who have already transferred hundreds of thousands of workers. Besides the factory and community problems which, of course, become accentuated in a program for large groups up-rooted from their homes, some specialized problems will inevitably arise. Arrangements must be made for reception and referral to housing, informational services must be provided, and the program of financial compensations must be considered which, in dealing with large numbers of workers, will far exceed the transportation allowances already provided to facilitate the movement of non-ferrous metal workers.

Reception and Information Facilities

When large groups of workers are being transferred at the request of the government, it is imperative to assist them at their place of arrival, to guide them to appropriate community resources, to housing for themselves and for their families and to their places of employment. If workers are transferred with their families, plans will often have to be made for their wives and children; if the workers arrive without their families, plans will have to be made so that their living conditions can help balance disorientation of their own lives.

Transportation Allowances

Although it seems wise to adopt a policy of flat transportation allowances to any worker who wishes to migrate, many questions will arise regarding the inclusion of dependents and some provision will have to be made to provide this service, so that federal funds will not be misspent and so that a worker will not feel forced to leave members of his family behind.

Supplemental Allowances

Because of the increased expenses of moving from one household to another various supplemental allowances must be considered such as grants to workers to compensate for the expenses of changing jobs and of maintenance of two households for those who move without their families. If some plan of this sort is not made, the workers who are required to move will be penalized in favor of those who remain at home and the consequent hardships and dissatisfaction would seriously hinder either a voluntary or a compulsory recruitment program. Other types of allowances must also be contemplated, since other needs will arise in a situation where workers are not living with their families, as for example, hospitalization in cases where the living quarters prohibit home care, and in cases of serious emergency the possibility of being returned to the home community.

D. Relationship of Plant and Community Services

It has been shown that the worker's productivity is dependent on many factors in his working and living environment. In relation to a labor supply and utilization program, since the emphasis is laid on the individual as a worker, working conditions are the initial concern. Conditions in the community are of concern only in so far as they relate to the worker's efficiency on the job. Relationships to other persons than the worker are of concern only to the extent that they effect the worker's performance. This does not minimize the importance or relevance of community resources and personal relationships; it merely necessitates the planning of any organization for the administration of these services in such a way that the conditions affecting the individual on and off the job are considered in their appropriate relationship.

It is in fact impossible to separate consideration of problems affecting worker's performance into categories of "plant" and "community". Often the factors which are of the most concern to the plant management, which necessitate the most planning in order to increase production, are those which arise in the community. Surveys have shown that 90% of sickness absences are due to causes arising outside the plant and that the overwhelming majority of workers who are absent because of illness are suffering from respiratory or digestive diseases. It is unnecessary to stress the connection of respiratory infections with poor housing, lack of adequate heating, damp rooms, decreased resistance because of inadequate sleep. Nor is there any question regarding the relation of digestive diseases to increased nervousness, to poorly planned meals, to food of poor quality. A person who is dependent on a corner lunch-counter for all his food not only impairs his efficiency but may seriously jeopardize his health.

Absences because of illness are multiplied by absences for which personal reasons or community problems are directly responsible. The need for women to stay at home to care for their children, to fulfill their household responsibilities, the shortage of physicians and dentists requiring long trips and long waits at doctor's offices, are only a few of the causes. Any plans to reduce the number of absences, therefore, cannot be approached without involving all the aspects of community living.

The extent of turnover in many of the war industries has already been a matter of grave concern to the War Manpower Commission because of its direct relation to production lags, and emphasis has been laid on various expedients and controls so that the percentage may be decreased. It is therefore, very pertinent to note that an analysis of several turnover reports indicates that as high as 50% of the quits are attributed by the workers themselves to community conditions.

Inadequate housing, lack of medical services, no place for the children to attend school, or to play, the dissatisfaction of the family, these and similar reasons force many workers to leave their jobs.

The number of man-hours lost through accidents is extremely important to consider in any plan for the maximum utilization of manpower and an essential part of any plant equipment is the safety devices which help reduce the total. But accidents are not entirely dependent on dangerous machines; estimates show a high percentage of industrial accidents are due to the physical and emotional condition of the worker. This again illustrates the close connection of the environmental conditions with the worker's performance. A woman who is worried about the care of her child will be apt to be careless in the handling of the machinery, a man who has been unable to sleep because of the noise or discomfort of his room, will not be able to pay careful attention to his job, his reactions will be slowed down in cases of emergency.

An analysis of the causes of turnover, absences and accidents demonstrates the importance of conditions arising outside the plant and their effect on the production of the worker. The description on the preceding pages of the in-plant problems shows on the other hand, the need for plant facilities and services, which are essential in order to ensure maximum production. In the worker's environment lie many of the basic causes of decreased productivity; the plant, however, is the place where these causes can be discovered and related to job performance. Any program which considers plant and community separately will fail either in its analysis of the basic causes of reduced productivity or in its attempt to treat these causes. In order to treat a patient a physician must not only know the causes of his ailment but must have access to the patient and know the norm for the individual. Likewise, in attempting to cure the problems which affect productivity not only must there be a thorough knowledge of the basic reasons for the decrease in worker efficiency but plans for treatment must be made at the place where the workers are, and where an accurate determination can be made of the type of adjustment necessary in order to ensure increased productivity.

It is in the plant that many problems can be most easily discovered, where the workers can be educated, where they can be examined, where they can be referred to the appropriate community resources and where the adjustments made can be planned on the basis of plant efficiency. It, therefore, becomes obvious that in a manpower program the plant becomes the nucleus for planning. It must not be assumed, however, that plans made on the basis of the information received from the workers on the job, can be effective without the means of carrying them out in the community. Plant officers may learn, for example, that women are leaving because they cannot make adequate provision for the supervision of their children,

but this knowledge will be of little value unless there are means through which day-care facilities can be provided. An industrial physician may through his examination of employees discover the existence of a communicable disease. If, however, there is no way of segregating the patient from others the diagnosis will not prevent the spread of disease in the community.

In order then to develop an effective program which meets the needs of the workers, a close connection must be established between the plant and the community. The person who is aware of the problems arising in the various industries in a specific area must also assume some responsibility for the provision of the appropriate community services to meet these problems. Any other focus would result in planning which bears little or no relation to the problem of efficient war production.

This does not suggest that the full responsibility for both in-plant and out-plant services can be lodged in one individual. In areas of industrial concentration, the organization and provision of community services for war workers cannot be limited to consideration of the worker apart from his family or his neighborhood. The relationship, however, of the person responsible for securing the needed adjustments in the worker's environment to the one who is responsible for in-plant services must be of such a nature that no plans are made which affect industrial workers off the job without a clearance from the person responsible for the functioning of the workers at work.

WAR MANPOWER COMMISSION. -1942

Man power

May 16, 1942

Dr. Arthur J. Altmeyer, Executive Officer
Man Power Commission
Washington, District of Columbia

Dear Dr. Altmeyer:

I was so sorry that I did not have an opportunity to discuss with you personally the relationship of the Women's Bureau work in employer counseling concerning women's employment and the work of the Man Power Commission. Our request for a supplemental appropriation to extend such counseling had to be based on its general importance to the Man Power Commission. A copy of the request is attached herewith.

Sincerely,

Bertha M. Nienburg,
Acting Director

Enclosures

2 pgs - description breakdown by St. green sheets } Both Miss N. & Miss Lauabe have copies of these enclosures.

Defense
War

May 19, 1942

Mr. J.F. Baer, Purchasing Agent
General Tire Engineering Company
Mississippi Ordnance Plant,
Jackson, Miss.

My dear Mr. Baer:

Your purchase order, dated May 13, 1942, requesting 2000 copies of our pamphlet titled "Lifting Heavy Weights in Defense Industries" (Special Bulletin No 2) has been received in this office.

As this office is allowed by law to keep only a very limited number of publications on hand for reference, we are sending your order to the Government Printing Office and the publications will be shipped directly to you from there. Because of the war rush it may 10 days or so before the shipment reaches you. We are forwarding it on immediately from here however and hope that you receive the bulletins promptly.

If this office can be of further service to your company please call on us.

Sincerely yours,

Mary Anderson, Director.

War Manpower

WAR MANPOWER COMMISSION

AGENDA

MANAGEMENT-LABOR POLICY COMMITTEE

JUNE 23 - 10:00 A.M.

1. Consideration of policy statement relating to composition and functions of war manpower committees in industrial areas

   a. Outline by General McSherry of War Manpower organization in Baltimore Area

2. Discussion of housing in relation to proper utilization of manpower in critical areas

3. Discussion with Army and Navy officials on recommendation voted that voluntary enlistment by the armed forces be terminated

4. Consideration of the place of women and children in the maximum mobilization of the Nation's manpower

5. Further consideration of the proposal that agriculture be represented on the Management-Labor Policy Committee

6. Report of progress on stabilization

42996

WAR MANPOWER COMMISSION

June 19, 1942

MEMORANDUM

TO: Members, Management-Labor Policy Committee

FROM: Sherman F. Mittell, Executive Secretary

For your information I am attaching herewith copy of the summary of the minutes of the Management-Labor Policy Committee meeting held June 16, 1942, together with copy of the agenda for the meeting scheduled June 23, 1942.

Staff members have been concentrating on a draft of the policy statement relating to the composition and functions of war manpower committees in industrial areas in accordance with instructions issued at the meeting. This draft has proven to be much more difficult and comprehensive than anticipated. It is recommended, therefore, that, rather than forwarding an unsatisfactory statement to you for study at this time, it be distributed at the next meeting for such discussion and action as is necessary.

42996

WAR MANPOWER COMMISSION

MANAGEMENT-LABOR POLICY COMMITTEE

Minutes of Second Meeting, June 16, 1942

10:30 a.m. to 12:30 p.m. and 2:00 p.m. to 4:30 p.m.

Room 5546, Social Security Building, Washington, D. C.

- - - -

(Committee Members Present)
Mr. Paul V. McNutt, Chairman War Manpower Commission
Mr. Arthur S. Flemming, Presiding
Mr. Fowler Harper, Deputy Chairman, War Manpower Commission
Mr. Wendell Lund
Mr. Sherman F. Mittell, Executive Secretary
Mr. E. F. Prichard

(Representing Labor)
Mr. Frank P. Fenton
Mr. John P. Frey
Mr. Michael F. Garrett
Mr. Clinton S. Golden
Mr. John Green
Mr. George Masterton
Mr. Walter P. Reuther

(Representing Management)
Mr. R. Conrad Cooper
Mr. H. A. Enochs
Lt. Col. Kenneth Gardner (Retired)
Mr. R. E. Gillmor
Mr. R. Randall Irwin
Mr. C. J. Whipple

(Observers)
Mr. J. G. Luhrsen
Mr. Martin H. Miller

(Also Present)
Mr. A. J. Altmeyer
Mr. Philip J. Clowes
Mr. Wilbur Cohen
Mr. John Corson
Dr. Cowley
Mr. Channing R. Dooley
Mr. Bernard C. Gavit
Dr. William Haber
Major Gen. Lewis H. Hershey
Mrs. Keyes
Mr. Fred Kelley
Brig. Gen. Frank O. McSherry
Mr. Martin Miller
Capt. Watson B. Miller

(Also Present)
Mr. G. Myrddin-Evans
Mr. Rogers
Mr. Al Roseman
Mr. Raymond Rubican
Miss Marjorie Russell

SUMMARY
WRITERS: EWS and EC, Minutes and Reports Section, OEM

MORNING SESSION

INTRODUCTION

Purpose of the Meeting.--The committee met for the following reasons:

1. To consider the proposed policy statement to prevent pirating of war workers.

2. To consider proposed directive No. 3.

3. To discuss the War Manpower Commission's action of June 10 on importation of Mexican labor.

4. To discuss Secretary Wickard's proposal for agricultural representation on the Management-Labor Policy Committee.

5. To consider deferment of skilled workers and to discuss Selective Service procedures with General Hershey.

6. To consider the enlistment and training of college and university students for war services.

Statement by Mr. McNutt.--The committee's function will grow increasingly important, Mr. McNutt said; the full impact of the labor problem will be felt this fall. Mr. McNutt expressed his appreciation of the members' willingness to serve and mentioned the importance of frankness and cooperation.

THE PROPOSED ANTI-PIRATING POLICY STATEMENT

Progress of Government Policy on Wage Stabilization.--because consideration of the policy statement had been postponed from the previous meeting pending clarification of the Government policy on wage stabilization, Mr. Flemming called on Mr. Harper to report recent developments. Little specific information is available, Mr. Harper explained. However, an interdepartmental committee, composed of representatives from the War Labor Board, the OPA, the Army, the Navy, the Department of Labor, the War Manpower Commission, and the WPB, has sent a memorandum to the President calling attention to the need for an interdepartmental committee with specific authority to undertake a wage stabilization program. No answer has yet been received. However, the War Labor Board has authority to effect what amounts to wage stabilization in the steel and motor industries and has expressed willingness to expedite these hearings.

Mr. Lund referred to the special conditions in the aircraft industry. In accordance with a recommendation by the interdepartmental committee, the WPB has explored and reported upon

possibilities of an aircraft wage stabilization program. Industry representatives and the appropriate groups in the CIO and the AFL have agreed on the desirability of a regional conference to be held on a collective bargaining basis. The WPB has therefore recommended that a conference be held on the West Coast June 29. It further recommended that preliminary meetings be held with the union groups involved. The unions, the industry and various Government agencies will be represented at the aircraft conference. Whether matters other than wage stabilization will be considered then will be decided by the conference committee. If Mr. Nelson approves the plan of calling the conference, announcement will be made immediately. Mr. Prichard reported that the War Labor Board will withhold decision in the Vultee case and that the Lockheed case is still in process of mediation.

A committee is working with the Director of the Budget, Mr. Lund said, in an attempt to formulate an over-all Government policy on wage stabilization. It is not associated with the interdepartmental committee but a suggestion has been advanced that the two groups cooperate. The Budget committee is working from the viewpoint that the general price freeze necessitates wage stabilization. The interdepartmental committee views the question in the light of the anti-pirating policy.

The 90-day Provision.--Mr. Flemming said that the phraseology in section III (b) immediately following "any worker" constituted a major difficulty in agreeing on the policy statement. He expressed the belief that this provision was not contained in the Executive Order on recruiting workers, dated August 8, 1941 and accepted unanimously by such management and labor representatives of the Management-Labor Policy Committee as were then members of the Labor Supply Policy Committee. It was moved, seconded, and carried that the part under discussion should be changed to read: ".... any worker who on or after the effective date of this order was employed ...."

Provision IV.--In reply to a question, Mr. Flemming indicated that incorporating an appeal provision in the policy statement would be desirable to make it complete within itself. Upon a motion by Mr. Fent it was voted that a subcommittee be appointed to bring in a restatement of paragraph IV. Mr. Flemming asked Messrs. Golden, Frey, Cooper, and Irwin to work with members of the Staff on this. The committee then voted to table consideration of the policy statement until the amendment was made.

The subcommittee later presented the following substitution for the original paragraph IV: "Any worker or employer who is

dissatisfied with the action taken in his particular case may take an appeal to the industrial area management labor committee on manpower for reconsideration." The committee unanimously voted to accept this change.

Vote on the Policy Statement.--A motion that the policy statement be approved was then passed.

PROPOSED WAR MANPOWER DIRECTIVE NO. 3

Mr. Flemming read proposed directive No. 3, which provides measures to promote the allocation and effective mobilization and utilization of manpower in war production.

Discussion of Need for an Appeal Provision.--Several members of the committee urged the need for means of appeal for the following reasons: (1) to keep workers from being forced into undesirable working conditions; (2) to obviate the situation where a skilled worker is drafted and must be replaced with an unskilled one; (3) to protect seniority rights; and (4) to provide recourse for a blacklisted employer. Mr. Corson questioned the need, in that local offices of the USES have no authority to insist that a worker accept employment at any given plant. In reply it was pointed out that, if policies are made operative through voluntary cooperation by labor and management at the local level, provision for appeal will be required because the worker who refuses to work at plant A will have difficulty securing work at plants B or C. If legal sanctions must be resorted to, the need is obvious.

Since agreement had been expressed at the previous meeting on the desirability of establishing regional and industrial area manpower committees, the committee believed that this same board should handle appeal cases. It was unanimously voted that there be appointed a subcommittee of the Management-Labor Policy Committee, composed of an equal representation of management and labor, to work on an order establishing regional and industrial area manpower committees and defining their functions. This procedure was, however, modified in the afternoon session. Mr. Flemming set the meeting of the Commission on June 24 as the date by which the matter should be finished. Since hearing grievances under directive No. 3 is to be defined as a function of the local committee, it was not found necessary to add an appeal provision to No. 3.

Vote on Directive No. 3.--It was moved, seconded, and carried that the committee approved the directive and wished to have it issued, with "locality" in paragraph (a), page 2, changed to "industrial area."

IMPORTATION OF MEXICAN LABOR

The Commission's Action of June 10.--Mr. Flemming read an excerpt from the proceedings of the War Manpower Commission's meeting on June 10. The gist was that any importation should be entirely under Government auspices; the Secretary of Agriculture and the Chairman of the Commission were to make immediate representations to the Bureau of the Budget on the assignment of funds if importation becomes imperative. Mr. Harper explained that this action resulted chiefly from the thinking of the committee.

Recent Certification of Need for 6,000 Mexican Workers by USES.--Mr. Corson told the committee that the United States Employment Service had 6 weeks previously certified the need for 6,000 Mexican workers. It was said that the certification was made only because domestic labor was not available for the beet-sugar crop. The laborers have not yet been imported. Standards for importation are still a subject for discussion between the two Governments.

Discussion of the Present Domestic Labor Supply.--Mr. Flemming expressed the belief that unanimity of opinion exists in the Commission, the Policy Committee, and those in the field that an adequate domestic agricultural labor supply could be called upon if the USES had the funds to explore it and that such funds should be supplied. This is true at present, Mr. Corson replied, but a shortage is anticipated later. A situation was described by Mr. Colden where abundant labor is available but the laborers will not work for low wages. Mr. Mittel pointed out that the wage mentioned would not be acceptable to the Department of Agriculture. Mr. Irwin read a telegram from Mr. Babcock, chairman of the Southern California Labor Supply Area Committee, stating that there is no immediate shortage of farm labor, approving the recruitment program in principle, and recommending the establishment of machinery to function, if necessary, in time to prevent loss of crops. Mr. Babcock's committee unanimously opposed the use of private contractors.

Summary by Mr. Flemming.--The chairman said that general accord existed on the following points: (1) no effort should be made to secure Mexican labor until the domestic supply is exhausted; (2) if the Mexican supply must be drawn on, this should be done under USES auspices; (3) if either (1) or (2) is to be done effectively, USES must have more funds.

Action on Tentative Draft of Labor Standards.--It was moved, seconded, and carried that the committee concur with the tentative statement of labor standards submitted by Mr. Roseman at the previous meeting, with the definite understanding that any importation be done under Government supervision.

DISCUSSION OF AGRICULTURAL REPRESENTATION ON THE COMMITTEE

At the previous meeting of the War Manpower Commission Secretary Wickard had asked whether management and labor in the agricultural field could be represented on the committee. Mr. McNutt is also concerned about this lack. It was indicated that, while agriculture will not have members on the local committees, there will be representation on regional committees in cases where agriculture is a factor.

While several members of the committee agreed in principle with the desirability of such representation on the Management-Labor Policy Committee, the following practical objections were raised:

1. Management and labor members might not be truly representative of agriculture. Mr. Rogers stated, however, that such a question might arise as to any delegate.
2. The many points of view presented might interfere with effective functioning of the committee.
3. Representation of the several farm organizations might involve difficulties. Mr. Harper told the committee that the Secretary of Agriculture thought the four major farm organizations could agree on some one man.
4. Other organizations, like the NAM and the Chamber of Commerce, might want places on the committee also.

The suggestion was made that representatives of agricultural labor and management might sit with the group when agricultural matters are under advisement. However, nearly all the subjects considered by the committee have agricultural implications, and difficulty would be encountered because of ignorance of the committee's continuous program. Upon motion by Mr. Fenton the committee voted that the matter be deferred for consieration in the executive session later in the day.

MISCELLANEOUS ANNOUNCEMENTS

Caution Against Publicity.--Mr. Flemming warned the committee members against giving any information to the press on the deliberations on the committee, except in cases where doing so may be agreed on by the whole committee. Mr. Fenton moved that the committee concur in this; the motion was seconded and carried.

Labor Members Designated as Members of Mr. Lund's Committee.--The labor members of the committee have been designated as members of Mr. Lund's committee dealing with problems coming befor the Labor Production Division.

AFTERNOON SESSION

JOB INSTRUCTOR PROGRAM

Before proceeding further with the job-instructor training program, now in its experimental stages, the committee's support and approval of the plan is sought, Mr. Dooley said. He asked for an opportunity to explain fully the program conceived and the work thus far accomplished in training supervisors. Reports received to date indicate that the brief training period given to thousands of foremen and assistant foremen throughout the country in orienting inexperienced help is working out successfully and in many instances has resulted in highly interesting developments. Mr. Dooley suggested that the committee meet with the training-within-industry group in 2 weeks, at which time it is desired to demonstrate the methods employed and progress noted.

Later in the meeting, Mr. Irwin proposed that written information concerning the content of the courses sponsored by the job-instructor program be submitted to each member of the committee for careful study. With this background information, Mr. Dooley and other officials working with him could be invited to discuss the specific organization of the program rather than the content of the courses. It was the committee's recommendation that discussion of the training-within-industry program be included as an item of the agenda for the afternoon meeting of June 30.

TRAINING OF COLLEGE AND UNIVERSITY STUDENTS FOR WAR SERVICES

To provide an adequate flow of potential officers to the armed forces and to insure sufficient scientific, professional, and supervisory talent in the war industries, a plan has been devised for the enlistment and training of college and university students. The tentative program is being developed by the War Manpower Commission with the assistance of a special committee. Briefly, the purpose of the enlistment and training program as outlined by President Cowley of Hamilton College is to:

1. Provide a sufficient number of potential officers to the armed forces.
2. Meet critical shortages in occupations related to the war effort.
3. Set up a coordinated plan to stop competitive bidding for college students.
4. Provide financial aid to selected students pledged to engage in specific war duties and to educational institutions equipped to provide such training. Among the students selected should be large numbers of qualified high school graduates now financially unable to obtain college and university training.

As proposed, the coordinated program would be known as the Student War Service Corps and consist of three units: the Army Enlisted Reserves, the Navy Enlisted Reserves, and the Manpower Enlisted Reserves. These units would be divided into such sections as the Services and the War Manpower Commission may consider necessary. The Corps would be organized

in such recognized educational institutions as volunteer to participate in t he program. Maximum numbers to be enrolled and physical and educational requirements of admission would be fixed by the Army, Navy, and War Manpower Commission, subject to the over-all control of policy as to numbers in all units by the latter agency.

Students may enroll on a voluntary basis, or may be assigned to the Corps by the Selective Service System. Upon enrollment, each student would be required to take an oath and sign an agreement to follow the specific training program for which he is classified and to accept an assignment to whatever national service the War Manpower Commission may prescribe during the present war.

Provision for the transfer of students from one unit of the Corps to another within the established quotas would be made under regulations approved by the Army, Navy, and Manpower Commission. Compensation of members of the Corps shall be provided for, and the rate fixed shall be that required to maintain in the three units the established quotas of the best qualified individuals irrespective of economic status. Certain safeguards must be established against abuse of the provision for financial aid, it is recognized.

Under the plan, all members of the Corps would attend school throughout the year with appropriate furloughs comparable to those granted by the Army and Navy. Federal funds would be made available to participating institutions to meet the increased costs. So that high school students may be enrolled in college this fall and to retain in college those students who should be trained in the Corps, a time table leading to the establishment and financing of the Corps no later than August 15 is desirable.

In response to several questions raised concerning the program, Dr. Cowley clarified the following points:

1. The length of the course would depend upon the curriculum established for each unit.
2. During their schooling, students would not be subject to Selective Service call.
3. Students would enter the Corps in their freshman year and would follow whatever curriculum is prescribed by the Services.
4. NYA, which is a work program, would supplement the program for enlistment and training of college students. NYA would be called upon to balance the difference in tuition costs.

The program laid before the Management-Labor Policy Committee was presented for the information of the committee members but requires no particular action so far as this meeting is concerned, it was explained. Before working out final details, approval of the proposed plan must be secured, said Dr. Cowley.

SELECTIVE SERVICE SYSTEM

To meet manpower needs of the ship construction activities, Occupational Bulletin No. 6 was directed by the Selective Service System to all State

directors, board of appeal members, local board members, and Government appeal agents. Since the issuance of this bulletin, difficulty has still been experienced with local boards, Mr. Green reported. He said that strict attention was not being paid to the bulletin and cited several instances where workers in shipbuilding yards had been drafted or, because of uncertainties as to their draft status, left to enlist in the Navy and Marine Corps, where they could obtain specialist ratings. Despite the issuance of occupational bulletins, many local boards in prime defense areas are solely interested in fulfilling quotas. Undue hardships have arisen where workers in a particular locality have been drafted by the local boards, while some workers in the same area, migrating from other States where deferment policies differ, have been granted an exemption by the boards in their native States. This disruptive influence is detrimental to morale.

The lack of highly skilled workers is one of the bottlenecks in the shipbuilding program, and this situation has been greatly aggravated where, after completion of their training program, men are taken away by the Army. There are now some 700,000 workers employed in the shipbuilding industry, with an anticipated 250,000 increase by next year. Mr. Green urged that some definite program be adopted with respect to deferring men engaged in crafts vital to the war effort whose services are of more value in their present capacity than to the Army. He urged that the problem be approached in an orderly fashion and that immediate action be taken so that the war program is not impeded in any way.

Colonel Gardner commented that, while management of the shipbuilding trade does not wish to afford a haven of refuge to those desiring to avoid military training, it is important that draft officials have a better understanding and knowledge of the problems of the industry. To meet employment problems caused by the Selective Service Act, his company has embarked upon a policy of hiring those outside the limits of the draft age, with a consequent increase in employment of older men, many of whom are 70 years of age and older. But there is still the problem of workers so highly skilled that they cannot be replaced and should not therefore be taken from the ship yards. Some move is also necessary to return to ship construction activities men who have already been drafted and whose services are urgently needed to avert a serious loss of effectiveness in the Nation's shipbuilding program.

Length of service should not always govern the situation, Colonel Gardner pointed out, as many men of exceptional qualifications may become extremely valuable in a short time. So that local draft boards may obtain the intimate knowledge of the situation required to take fair and reasonable action, some arrangement should be made by management to acquaint these boards with various labor problems encountered. Colonel Gardner suggested further that some policy statement be released as to whether highly skilled workers will be left to serve the Nation's war production effort or whether they will be absorbed by the Army.

Mr. Irwin reported that his experience with the Selective Service has been highly satisfactory and that National and State headquarters, as well as local boards, have been cooperative. He expressed the feeling that it is

largely the responsibility of industry to work with occupational deferment workers in educating the local boards to the needs of the industry. Many employees entering the military services have done so by the route of voluntary enlistment. In a number of cases, the less valuable employees are those being taken by the draft, whereas the more highly skilled and trained workers are leaving to enlist.

General Hershey pointed out that the problems of the shipbuilding yards brought about by expansion are not uncommon in other industries. He acknowledged that some boards may not be functioning as they should, but pointed out that in many instances the industries themselves have been reluctant to request deferments for their employees because of the fear of being called unpatriotic. He suggested that appeals be resorted to, if necessary to the President, where a board's action is unjustifiable, and indicated his willingness to adopt any change in policy that would bring about a better working program.

Present quotas are based on 1-A's, and should there be no registrants in this classification, the board should not receive any calls, it was explained. Even among the 1-A registrants, 20 out of every 100 without dependents are being left in essential industries; 65 percent of the total registrants have dependents and have been deferred, so that the Army has really not dipped far down into the Nation's manpower reserves. So far as enlistments are concerned, the Selective Service System is powerless to stop them, General Hershey explained.

Generally, the committee thought the only effective way of retaining the most valuable men in essential industries is to recommend to the Manpower Commission and the representatives of the Army and Navy that voluntary enlistments be stopped. A motion was carried that recommendation be made to the War Manpower Commission that further consideration be given to the possibility of terminating voluntary enlistments and that invitations be extended to representatives of the Services to appear before the committee and offer their views on the subject.

Mr. Frey said that, while there are boards of appeal, the process is limited, and not altogether satisfactory. He suggested that if draft boards, before taking action, would consult with the local management and labor policy committee some unfortunate disruptions would be prevented. General Hershey was favorably disposed to the suggestion that local boards avail themselves of the advice and assistance of these committees, on which labor and management familiar with the problems under discussion are represented.

HOUSING PROBLEMS

Mr. Blandford and Mr. Emmerich have been invited to attend next week's Management-Labor Policy Committee meeting, a portion of which will be concerned with the vital problem of housing. It was suggested that these representatives of the housing agencies be prepared to discuss organizational

plans in connection with the handling of the housing situation and what cooperative measures can be taken to alleviate U. S. Employment Service, agricultural, and labor problems along this line.

AMENDED RESOLUTION CONCERNING REGIONAL AND INDUSTRIAL AREA MANPOWER COMMITTEES

The resolution passed at the morning session concerning the appointment of a subgroup within the committee to deal with the establishment of regional and industrial area manpower committees was altered to recommend that the staff be given the task of preparing a description of the duties and responsibilities of these committees, which will function in close cooperation with the U. S. Employment Service and the Selective Service System. Information concerning the composition of such committees, together with their functions and responsibilities, will be submitted in writing to each member of the Management-Labor Policy Committee, and the subject will be brought up for discussion at the next meeting on June 23.

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WAR MANPOWER COMMISSION

WASHINGTON

OFFICE OF DIRECTOR OF OPERATIONS June ___, 1942

MEMORANDUM

TO: (Agencies listed)

FROM: General Frank J. McSherry, Director

SUBJECT: War Manpower Commission Organization for Baltimore Area

I am attaching two memoranda regarding the development of an Area Manpower Commission Organization for Baltimore.

The first attachment constitutes a revision of the material presented at the Friday morning meeting, June 12, with the various suggestions made at that meeting included.

The second attachment is a draft of a memorandum to accompany the official Operating Directive, and to be issued immediately by the Directors of all agencies concerned.

Attachments 2

WAR MANPOWER COMMISSION

WASHINGTON

OFFICE OF DIRECTOR OF OPERATIONS June ___, 1942

OPERATING DIRECTIVE:

Subject: War Manpower Commission Organization,
Baltimore Area

To meet the labor supply and training needs of war industries in the Baltimore Area, the following program of the War Manpower Commission will be immediately set up and carried into execution:

1. Objective of Program

To bring about more effective utilization of local labor supply by developing more complete coordination between the various manpower agencies now operating in the community.

To ensure the complete registration, recruiting and orderly referral and training of all available and potential workers in the community.

To ensure full utilization of women and of minority groups now in the community so that in-migration, with its component problems of housing, transportation, and provision of community facilities, may be reduced to a minimum.

To secure the active support of Management and Labor in furthering this program of full utilization of local labor supply.

To attempt a voluntary transfer of workers from non-essential to essential occupations by means of adequate use of the Occupational Questionnaires.

To develop patterns, techniques, and methods of operation which may be applied to the development of Area Manpower programs throughout the country.

2. Appointment and Responsibilites of the War Manpower Director for the Baltimore Area.

Mr. A. A. Liveright, of the staff of the Director of Operations, is designated as the War Manpower Director for the Baltimore Area. He will be assigned to Baltimore immediately and will have complete authority for seeing that the program and activities of all those agencies in the community which are connected with the Manpower Program are effectively coordinated in order that the above objectives may be achieved.

The agencies to be included in the Baltimore Manpower Program are:

United States Employment Service
National Youth Administration
Vocational Education for National Defense
Apprenticeship Division
Training Within Industry
Minority Division
Labor Relations Division, W.P.B.
Civil Service Commission
Work Projects Administration
Manpower Branch, Services of Supply, War Department
Negro Manpower Service

In order that this coordination may be successfully carried out, the Area War Manpower Director will be responsible for:

a. Developing an active staff composed of heads of all agencies connected with the Manpower Program in the Baltimore Area.

b. Developing a working program aimed at meeting the above objectives with this staff.

c. Secure recommendations of persons from Labor-Management groups to represent them on a Management-Labor Advisory Committee which will be set up to consider the program drawn up by the staff and to lend its weight in supporting this program.

d. Seeing that those agencies connected with the War Manpower Commission carry out the program in line with the regular policies and procedures set up for these agencies by their Washington headquarters.

e. Reporting to the Director of Operations on the development of the program and on any problems in connection with the program requiring action at the Washington level.

3. Development of Program

A. Problems to be met

In connection with the development of a program, the following problems must be considered:

a. Improving program and techniques for recruiting new workers and workers who have been out of employment.

b. Accelerating referral of trainees from the United States Employment Service to the schools and elimination of existing paper work and red tape.

Accelerating referral from schools to employers

through the United States Employment Service.

c. Improvement of training effectiveness by securing greater employer and labor participation in setting up the courses.

d. Ensuring full utilization of all training stations and seeing that adequate facilities for training all groups in the Baltimore Area is provided.

e. Development of additional facts on labor supply in the Area insofar as women and negroes are concerned.

f. Undertaking plant composition studies and more adequate upgrading program by employers in the Area.

g. Development of a unified program for meeting the housing and transportation problems.

B. Steps in Development of Program

The following are the steps which must be taken in developing a Manpower Program for Baltimore. Although these steps are suggested as a pattern for operation, it should be understood that they may be changed or altered in the light of the actual situation in the Baltimore Area:

1. Clearance of directive and plans for Baltimore Area with the Labor-Management Advisory Committee of the War Manpower Commission.

2. Issuance of this directive to the Baltimore representatives by all the national agencies involved in the program.

3. Discussion of problems and needs in the Baltimore Area, and the development of working program by the Baltimore Manpower staff.

4. Discussion of proposed Baltimore Program with separate Management and Labor Committees in the Baltimore Area by the Director of Operations.

5. Appointment of Labor-Management Manpower Committee for the Baltimore Area.

6. Developing a widespread community public relations campaign dealing with the Baltimore Manpower Program through the press, radio, public meetings, etc.

7. Regular review of progress in regard to the Baltimore Area Manpower Program with the Washington Manpower staff in order that a flexible pattern for other areas may be developed.

Director of Operations

WAR MANPOWER COMMISSION

WASHINGTON

June ___, 1942

MEMORANDUM

TO: Field Supervisor, Baltimore Area

FROM:

SUBJECT: War Manpower Commission Organization
Baltimore Area

The attached Operating Directive, which has just been issued by the Director of Operations, regarding establishment of an Area Manpower Program for Baltimore, is transmitted for your information.

Mr. A. A. Liveright, of the Director of Operations' immediate staff, will serve as the War Manpower Director for the Baltimore Area, starting immediately. You are to work with Mr. Liveright in every way possible in order that the objectives outlined in the attached memorandum may be achieved as completely and quickly as possible.

The Area Manpower Director will have complete authority for seeing that a cooperative Manpower Program is developed in the Baltimore Area. He will be responsible for seeing that the work of the various agencies is closely coordinated, and for developing the general program and policies regarding the Manpower Program in the Baltimore Area. You will be expected to cooperate with the Area Manpower Director within the limitations of the general policy and procedures outlined by the (insert name of Agency).

Any questions arising in connection with the Area Manpower Organization should be resolved locally in conference with the Area Manpower Director. If a question arises which involves a variation from Agency policy or procedure, and cannot be settled locally, you are to clear through your regular channels.

Because of the fact that the Baltimore Area Manpower Commission Organization is the first one to be established, and, because of the seriousness of the labor market situation in Baltimore, it is extremely important that we all cooperate to the fullest extent in developing this program.

Attachment

COPY

War Manpower Commission
Washington, D. C.

Chairman
Paul V. McNutt
Fereral Security Administrator

Dear Mrs. Alsop:

I was very much interested in your letter of November 20, concerning the meeting you held November 17th with representatives of various agencies interested in farm labor supply.

Action is already under way with reference to one of the recommendations contained in the two resolutions adopted at this meeting. The War Manpower Commission has directed the Office of Education and the Department of Agriculture to expand the present agricultural training activities and to place special emphasis upon the training of women and other persons not ordinarily in the farm labor market. This program will be carried out through the State vocational education authorities in cooperation with the State Agricultural Extension agencies.

The suggestion that the Federal Government establish a Land Army with recognition similar to that now extended to women enlisted in the Army and Navy is one of the matters currently under consideration by the Planning Division of the War Manpower Commission. When studies are completed the Women's Advisory Committee will also consider the matter. In the meantime, I feel that much can be done through the State-by-State organization of women for agricultural work which can be carried on by State Defence Councils in cooperation with the United States Employment Service of the War Manpower Comission and other State and Federal agencies.

I should be very glad to have any specific suggestions you care to make concerning this subject so that our Committee may have the benefit of your experiance in this field.

Sincerely yours,

Paul V. McNutt

Chairman

Mrs. Joseph W. Alsop
Director
Connecticut Land Army
Broad Street
Hartford, Connecticut

Sent to W. B. by
Miss Valentine.

War Manpower

ADOPTED BY THE WAR MANPOWER COMMISSION, JULY 29, 1942

POLICY ON EMPLOYMENT OF MARRIED WOMEN WITH YOUNG CHILDREN IN INDUSTRY

The expansion of the war production program, as well as the increasing requirements of our armed forces, necessitates the maximum utilization of our labor resources. In many areas the lack of adequate housing and transportation facilities compels full use of the local labor supply. These considerations make it necessary to employ large numbers of women in gainful occupations useful to the war effort. Steps are already being taken to provide for the recruitment and training of additional women. Prospective war production schedules indicate that this program will have to be considerably expanded and intensified. In carrying out this program for utilization of women workers, it is important that to the maximum extent normal family life be preserved and maintained.

To promote that end, and to promote the effective mobilization and maximum utilization of the Nation's manpower in the prosecution of the war, the War Manpower Commission hereby declares the following basic policies:

I. The first responsibility of women in war as in peace is to provide suitable care for their young children.

II. Before special efforts are made to draw into the labor market women with young children, full use should be made of all other sources of labor supply.

III. Barriers against the employment of women with young children should not be set up by employers. The decision as to gainful employment should in all cases be an individual decision made by the woman herself in the light of the particular conditions prevailing in her home.

IV . Whenever it becomes necessary to recruit or employ women with young children for work in essential activities, it is essential that

(a) women with young children be employed at such hours and on such shifts as will permit adequate care of their children.

(b) adequate facilities be provided to care for the children of such women during working hours. Such facilities should be developed as community projects and not under the auspices of individual employers or employer groups.

WOMEN'S BUREAU
U. S. Department of Labor
Washington

SUPPLEMENT TO STATEMENT TO MANPOWER BOARD, JULY 7, 1942

Employment of Women

(Total, including war work, consumer goods production, farm labor, and all other industries, exclusive of army.)

April 1942 - 12-4/5 million women
1-1/2 million of these were on war work
1 million women unemployed
Women about 25 percent of all workers

By End of 1942 - 14 to 15 million women
About 3-1/2 million of these on war work
2 million were added since April
Women 28.5 percent of all workers

By End of 1943 - 17 to 18 million women
5-1/2 million of these on war work
At least 5½ million added since April 1942
Women 33.7 percent of all workers
40 percent more women than highest peace-time employment

Industries Intensively Investigated by Women's Bureau as to Processes for Women's Work (Published Reports are Available)

Aircraft and aircraft parts
Small arms ammunition
Artillery ammunition
Instruments
Guns

Women's Bureau Agents Continually Aiding in Best Utilization of Women

Boston, Birmingham, Cleveland, Chicago, Detroit, Los Angeles, Minneapolis, Philadelphia

Very Recent Requests to Women's Bureau as to Kinds of Jobs for Women and Recommended Standards for Their Employment

Ill., Ind., Ia., Ky., Md., Mich., Minn., Mo., N. Y., Ohio, Pa., W. Va. (This is only a partial list.)

Very Recent Requests to Women's Bureau as to Methods of Conserving the Health and Safety of Women Workers as Affects Their Output Standards

From: Ala., Calif., Canada, Fla., Ill., Ind., N. C. (This is only a partial list.)

War Plant Communities Surveyed by Women's Bureau

Alabama -	Talladega - Sylacauga - Childersburg
	Huntsville
Arkansas -	Jacksonville
Arkansas-Texas -	Texarkana
Georgia -	Macon
Illinois -	Joliet - Wilmington
	Marion - Herrin - Crab Orchard Lake
Indiana -	Burns City
	Charlestown - Jeffersonville
	LaPorte - Kingsbury
Iowa -	Burlington
Louisiana -	Minden
Maryland -	Elkton
Mississippi -	Jackson - Flora
Ohio -	Ravenna
Tennessee -	Jackson - Milan - Humboldt
Virginia -	Dublin - Radford - Pulaski

Adopted by War Manpower Commission July 29, 1942

POLICY ON EMPLOYMENT OF MARRIED WOMEN WITH YOUNG CHILDREN IN INDUSTRY

The expansion of the war production program, as well as the increasing requirements of our armed forces, necessitates the maximum utilization of our labor resources. In many areas the lack of adequate housing and transportation facilities compels full use of the local labor supply. These considerations make it necessary to employ large numbers of women in gainful occupations useful to the war effort. Steps are already being taken to provide for the recruitment and training of additional women. Prospective war production schedules indicate that this program will have to be considerably expanded and intensified. In carrying out this program for utilization of women workers, it is important that to the maximum extent normal family life be preserved and maintained.

To promote that end, and to promote the effective mobilization and maximum utilization of the Nation's manpower in the prosecution of the war, the War Manpower Commission hereby declares the following basic policies:

I. The first responsibility of women in war as in peace is to provide suitable care for their young children.

II. Before special efforts are made to draw into the labor market women with young children, full use should be made of all other sources of labor supply.

III. Barriers against the employment of women with young children should not be set up by employers. The decision as to gainful employment should in all cases be an individual decision made by the woman herself in the light of the particular conditions prevailing in her home.

WOMEN'S BUREAU
JUL 27 1942
DEPARTMENT OF LABOR

IV. Whenever it becomes necessary to recruit or employ women with young children for work in essential activities, it is essential that

(a) women with young children be employed at such hours and on such shifts as will permit adequate care of their children.

(b) adequate facilities be provided to care for the children of such women during working hours. Such facilities should be developed as community projects and not under the auspices of individual employers or employer groups.

extra copies
of
final draft

WAR MANPOWER COMMISSION
Washington, D. C.

August 5, 1942

POLICY ON EMPLOYMENT IN INDUSTRY OF WOMEN WITH YOUNG CHILDREN

The expansion of the war production program, as well as the increasing requirements of our armed forces, necessitates the maximum utilization of our labor resources. In many areas the lack of adequate housing and transportation facilities compels full use of the local labor supply. These considerations make it necessary to employ large numbers of women in gainful occupations useful to the war effort. Steps are already being taken to provide for the recruitment and training of additional women. Prospective war production schedules indicate that this program will have to be considerably expanded and intensified. In carrying out this program for utilization of women workers, it is important that to the maximum extent, normal family life be preserved and maintained.

To promote that end, and to promote the effective mobilization and maximum utilization of the Nation's manpower in the prosecution of the war, the War Manpower Commission hereby declares the following basic policies:

I. The first responsibility of women with young children, in war as in peace is to give suitable care in their own homes to their children.

II. In order that established family life may not be unnecessarily disrupted, special efforts to secure the employment in industry of women with young children should be deferred until full use has been made of all other sources of labor supply.

III. Barriers against the employment of women with young children should not be set up by employers. The decision as to gainful employment should in all cases be an individual decision made by the woman herself in the light of the particular conditions prevailing in her home.

IV. Whenever it is found that women with young children are gainfully employed in essential activities, or that the labor requirements of essential activities have not been met after the exhaustion of all other

sources of labor supply and that to meet such requirements, women with young children must be recruited, it is essential that:

(a) Such women be employed at such hours and on such shifts as will cause the least disruption in their family life; and

(b) If any such women are unable to arrange for the satisfactory care of their children at home during their working hours, adequate facilities be provided for the day-care of their children during working hours. Such facilities should be developed as community projects and not under the auspices of individual employers or employer groups.

Defense
file gen

OFFICE FOR EMERGENCY MANAGEMENT

WAR MANPOWER COMMISSION

WASHINGTON, D. C.

Chairman
PAUL V. McNUTT
FEDERAL SECURITY ADMINISTRATOR

WOMEN'S BUREAU
AUG 6 1942
DEPARTMENT OF LABOR

August 4, 1942

Miss Mary Anderson,
Director, Women's Bureau,
U.S. Department of Labor,
Washington, D.C.

Dear Miss Anderson:

I appreciate your thoughtfulness in sending me the report on Baltimore.

I shall be very glad to make certain that the information contained in this report is brought to the attention of Mr. Liveright and other interested officials.

Sincerely yours,

A. J. Altmeyer,
Executive Director



6-0227

August 25, 1942

Mr. C. R. Dooley, Director
Training Within Industry
War Manpower Commission
Room 4762 Social Security Bldg.
Washington, D. C.

Aug 22, 1942

My dear Mr. Dooley:

I have had a letter from Miss Ziegler, who is one of our field representatives. In visiting the Cleveland Ordnance District she met a Mr. R. L. McFarland, who is a civilian in the personnel division and is especially interested in problems of training and of labor supply. Mr. McFarland is interested in women being given more opportunities to become factory supervisors or instructors for new women workers and thinks that a good many women should be given a chance to take Job Instructor Training under the Training Within Industry program. He seems to think that training within industry is the most feasible and useful type of training, in his region at least. Perhaps you have already discussed this question with employers.

Lt. L. T. Gordon, of the new tools section of the production equipment division of the Cleveland Ordnance District, is very interested in our survey of women in machine tool plants. He would like to find some women who could be trained as final inspectors of machine tools and wondered whether there are such women available anywhere. We don't seem to have any information here on that and I wonder if you have any information if women have been trained for this purpose. Lt. Gordon would appreciate very much any information on the subject.

Sincerely yours,

Mary Anderson, Director

MA:IS

August 25, 1942

Miss Martha J. Ziegler
5325 Addison Street
Chicago, Illinois

Dear Miss Ziegler:

Thank you so much for your very nice and informative letter.

I shall take up with Mr. Dooley the question of training possibilities in Ohio. I think the training is spotty as far as women are concerned. The other day the State Employment Service asked Miss Magee to help them with recruiting women in Akron and she has done so. She has organized a women's committee in the city to help. I shall inquire whether we have any information as to whether there are any trained women for final inspection of machine tools and I shall let Lt. Gordon know, but I shall also take up that question with Mr. Dooley.

I am so glad that you are having a good vacation. It will be quite all right for you to extend your vacation through Saturday, September 5. I don't believe that we are going to have Labor Day. I think that will be a working day all over, including the Government.

The Rock Island Arsenal is now inquiring for information on the employment of women.

With best wishes,

Sincerely yours,

Mary Anderson, Director

MA:IS

5325 Addison Street
Chicago, Illinois
August 22, 1942

WOMEN'S BUREAU
AUG 24 1942
DEPARTMENT OF LABOR

Miss Mary Anderson, Director
Women's Bureau
United States Department of Labor
Washington, D.C.

Dear Miss Anderson:

Perhaps Miss Magee has already written to you about our visit with Lt.Col.L.D.Brent in Cleveland. He is in the Services of Supply of the War Department and is a liaison man interested in problems of labor supply in the Cleveland area. Miss Magee thought Lt.Col.Brent might be able to give me some information about women in machine tool plants in Ohio but he has only recently come from Detroit and did not appear to be very familiar with things in Cleveland as yet. However he said that he is telling the plants which he visits to hire more women and said that he had told the officials of the Warner and Swasey Co. that they must begin to hire women.

Lt.Col.Brent seemed to know nothing about our occupational studies in aircraft, etc., or about our other publications, but was interested. I have written to Miss Turner asking her to send him a collection. (His office is in the Engineer's Building in Cleveland). If there are now similar officials of the Services of Supply in other sections of the country, perhaps they would be interested in receiving some of our publicatinn too. Everyone appears to be very interested in "women" now.

While at the office of the Cleveland Ordnance District I met a Mr.R.L.McFarland who is a civilian in the personnel division who is especially interested in problems of training and of labor supply. Mr. McFarland is interested in women being given more opportunities to become factory supervisors or instructors for new women workers and thinks that a good many women should be given a chance to take Job Instructor Training under the Training Within Industry Program. He seems to think that training within industry is the most feasible and useful type of training, in his region at least. Mr.McFarland said that any increase in opportunities for

for women to serve as instructors or supervisors would probably have to be brought about through Mr.Dooley in Washington.He wanted to know whether our Bureau could exert any influence in this direction.

Of course I have made no investigation as to what the facts really are with referance to women in the Job Instructor Training Program in Ohio,or elsewhere,and merely told Mr.McFarland that I should mention his suggestion and his interest to you.Possibly if you are talking to Mr.Dooley,or writing to him,you might want to make some inquiries,-or perhaps the Bureau already has discussed this general subject with Mr.Dooley.

Lt.L.T.Gordon,of the new tools section of the production equipment division of the Cleveland Ordnance District is very interested in our survey of women in machine tool plants.He would like to find some women who could be trained as final inspectors of machine tools and wondered whether our office had happened to hear of any women who were doing this in any other ordnance districts or elsewhere. We have found no women doing the final inspecting of assembled machines in any of the plants we have visited and I do not suppose any information has come to the Bureau about this from any other sources.But if any information is available on this subject,Lt.Gordon would appreciate receiving it.

My vacation is a great success thus far.I am sending my leave slip to Miss Larrabee and told her that I was going to inquire from you as to when I should begin work again.If I take exactly two weeks, I should arrive in Rockford probably the Thursday or Friday,before Labor Day,and would accomplish very little that week.Therefore,if possible I should like to have leave through Saturday,September 5.This is on the assumption that we shall be asked to work Labor Day and I can find some work to do that day,I think.As I understand it,Labor Day could not be charged to annual leave and so I do not want to ask to have leave then. Of course,if by any chance it is to be a holiday,I should like to have leave through Labor Day.

While it is probable that I shall be away from Chicago for a few days, mail will reach me if addressed to my home. I hope that the weather in Washington is not terrifically hot and unpleasant. At the moment we are having a rain storm here.

Sincerely,

Martha J. Ziegler

Man power
Defense

(Women's Pol Com
War Manp. Com)

August 24, 1942

Miss Margaret A. Hickey
Dodge Hotel
Washington, D. C.

Dear Miss Hickey:

Enclosed is a statement of the need for community facilities to aid married women employed in the war industries.

I hope that you will bring this to the attention of the Women's Policy Committee when they are discussing facilities for day care of children of working mothers. Miss Stitt will be there to speak on this question also.

With best wishes for a good meeting,

Sincerely yours,

Mary Anderson, Director

MA:IS

ADOPTED BY THE WAR MANPOWER COMMISSION, JULY 29, 1942

POLICY ON EMPLOYMENT OF MARRIED WOMEN WITH YOUNG CHILDREN IN INDUSTRY

The expansion of the war production program, as well as the increasing requirements of our armed forces, necessitates the maximum utilization of our labor resources. In many areas the lack of adequate housing and transportation facilities compels full use of the local labor supply. These considerations make it necessary to employ large numbers of women in gainful occupations useful to the war effort. Steps are already being taken to provide for the recruitment and training of additional women. Prospective war production schedules indicate that this program will have to be considerably expanded and intensified. In carrying out this program for utilization of women workers, it is important that to the maximum extent normal family life be preserved and maintained.

To promote that end, and to promote the effective mobilization and maximum utilization of the Nation's manpower in the prosecution of the war, the War Manpower Commission hereby declares the following basic policies:

I. The first responsibility of women in war as in peace is to provide suitable care for their young children.

II. Before special efforts are made to draw into the labor market women with young children, full use should be made of all other sources of labor supply.

III. Barriers against the employment of women with young children should not be set up by employers. The decision as to gainful employment should in all cases be an individual decision made by the woman herself in the light of the particular conditions prevailing in her home.

IV. Whenever it becomes necessary to recruit or employ women with young children for work in essential activities, it is essential that

(a) women with young children be employed at such hours and on such shifts as will permit adequate care of their children.

(b) adequate facilities be provided to care for the children of such women during working hours. Such facilities should be developed as community projects and not under the auspices of individual employers or employer groups.

September 9, 1942

Miss Dorothy W. Baruch, Special Consultant
Regional War Manpower Commission
Room 750—1031 So. Broadway
Los Angeles, California

My dear Miss Baruch:

I am replying to your letter of September 1, because Miss Erickson is not in the office. She has been home for a couple of months with her mother. She is expected back about the middle of this month.

I am very interested to know that you have been appointed to the Regional Manpower Commission on the West Coast and I hope that we can work very closely with you. I want to make now the same kind of study that we have made in other industries in the shipbuilding industry, because that is the newest opening for women, and that may bring Miss Erickson to the West Coast.

Personally, I shall be in San Francisco from September 17 to the morning of the 21st, and shall stay at the Clift Hotel. If you are in San Francisco at that time I would like very much to talk to you about your work.

Sincerely yours,

Mary Anderson, Director

MA:IS

OFFICE FOR EMERGENCY MANAGEMENT

WAR MANPOWER COMMISSION

Room 750--1031 So. Broadway
Los Angeles, California

September 1, 1942

Copy of letter & Miss Ca's reply sent to Miss Erickson Sept. 10 Jcl

Miss Ethel Erickson
U. S. Women's Bureau
Department of Labor
Washington, D. C.

Dear Ethel Erickson:

It seems so long since we had such pleasant contacts. I'm writing you now to tell you that I have been appointed to the Regional Manpower Commission on the West Coast.

One of my major functions will be to work with the problems of women in relation to the total war situation. I remember your speaking about doing research within the plants. We feel here that there are many urgent problems related to the employment of women within the plants, just as you felt when we talked. We believe that our program should eventually include surveys within the plants in relation to the problems of women. Of course, we do not want to duplicate any of the work which the Women's bureau has done, or is doing.

I'm wondering if we could not set up some exchange basis on which we get your materials--past, present, and future.

Another thing I'm wondering is when will you next strike California--L. A. especially. Though, if you don't get down here, I can meet you in San Francisco. I think it is essential that we get together. I'll need a great deal of help from you in starting the program on the Coast.

Cordially yours,

Dorothy W. Baruch

Dorothy W. Baruch
Special Consultant
Regional War Manpower Commission

DWB:ls

FOR VICTORY
BUY UNITED STATES WAR BONDS AND STAMPS

EXECUTIVE OFFICE OF THE PRESIDENT

OFFICE FOR EMERGENCY MANAGEMENT

War Manpower Commission
Room 750--1031 So. Broadway
Los Angeles, California

OFFICIAL BUSINESS

LOS ANGELES, CALIF. SEP 1 4 PM 1942 TERMINAL ANNEX

AIR MAIL SEP 1 PM 42 CALIF.

AIRMAIL SPECIAL



#19 RECEIVED SEP 2 P.M. GUARD OFFICE LABOR

Miss Ethel Erickson
U. S. Women's Bureau
Department of Labor
Washington, D. C.

1942 SEP 2 730PM D.C.

Fils
War Man Power
Com

September 11, 1942

Mr. Frederick F. Stephan, Chief
Statistical Service
Office for Emergency Management
War Man Power Commission
Washington, D. C.

My dear Mr. Stephan:

Mr. A. F. Hinrich, Acting Commissioner, Bureau of Labor Statistics, has sent us your letter asking for a list of surveys made since July 1941 which gives wage rates, earnings, or hours worked by women. The major attention of this Bureau in the last year has been centered on determining the types of occupations in which women could render effective service to the war effort, and in servicing employers interested in employing women for the first time.

Our regular payroll studies have not been made and probably will not be made for some time to come. We do have much unpublished material showing beginning rates and rates of advancement of women, as well as men in war industries. Some of this data is listed on the following page.

Very truly yours,

Bertha M. Nienburg,
Assistant Director

BMN:LW

Women's Bureau
U. S. Department of Labor
Washington

September 11, 1942

List of surveys reporting women's wages, July 1941 - August 1942.

Federal Sources

Department of Labor

Women's Bureau:
Unpublished data on women's and men's wage rates in:
Aircraft Plants, Small Arms, and Artillery Ammunition Plants, Fire Arms and Gun Plants, Instrument Manufacture, Machine Tool Plants. Electrical equipment plants - New Jersey only. Miscellaneous war contract plants - New Jersey.

Bureau of Labor Statistics:
The usual industry studies of this agency report wages of women separately in occupations in which they work. Those issued that apply to the period covered here are listed below. Others are in progress.

Wages and Hours in the Glove Industry, 1941 (July)
Monthly Labor Review, March 1942.

Earnings in the Agricultural Machinery Industry, 1942.
Monthly Labor Review, May 1942.

Earnings in the Mining Machinery and Equipment Industry, 1942. Monthly Labor Review, June 1942.

Earnings in the Textile Machinery Industry, 1942.
Monthly Labor Review, July 1942.

State Sources

Illinois: Department of Labor
The Labor Bulletin, published monthly, reports earnings and hours of women and men in Illinois industries. Latest, July 31, 1942, figures for June. Special reports of clerical workers' earnings were made in the December 1941 issue for October 1941, and in the May 1942 issue for April 1942.

Michigan: Department of Labor and Industry
Women Workers and White-Collar Workers in Michigan Industries. July 1942 (Data for April 1942, mimeographed)

Minnesota: University of Minnesota, Employment Stabilization Research Institute. The St. Paul Labor Market, October 1941 - April 1942. (Earnings in main occupation groups, for March 1942).

New York: The Industrial Bulletin, published monthly, gives frequent reports of wages of women in industries operating under minimum-wage

orders - laundries, cleaning and dyeing, beauty parlors, hotels, restaurants, confectionery. The issue for November of each year reports earnings of office workers in factories in the State for October.

Private Sources

National Industrial Conference Board:

The Management Record, published monthly reports wages of men and women in selected manufacturing groups for the preceding month.

U.S. DEPARTMENT OF LABOR

BUREAU OF LABOR STATISTICS

WASHINGTON

September 1, 1942

MEMORANDUM

To: Miss Mary Anderson, Director
Women's Bureau

From: Mr. A. F. Hinrichs, Acting Commissioner
Bureau of Labor Statistics

WOMEN'S BUREAU
SEP 2 1942
DEPARTMENT OF LABOR

Att: Miss Bertha M. Nienburg

Re: Letter from War Manpower Commission dated August 13, 1942

A copy of a letter from Mr. Stephan, of the War Manpower Commission, is attached for reply to his inquiry regarding a list of recent surveys of wage rates, earnings, and hours of employed women. For your information, a copy of our reply to the first part of this letter is also attached.

Att.

COPY

OFFICE FOR EMERGENCY MANAGEMENT
WAR MANPOWER COMMISSION
Washington, D. C.

Mr. A. F. Hinrich, Acting Commissioner
Bureau of Labor Statistics
Department of Labor
Washington, D. C.

Dear Mr. Hinrichs:

I understand that the tabulation of the April reports on employment by sex is completed and that estimates of the number of women employed, by industry, have been prepared by the Research Section of the Division of Employment Statistics. Could you let us have these estimates along with comparable ones for April and September 1941? Even if you are not yet ready to publish this material, it will be very useful to us here for internal use.

At the same time, may I ask for a list of surveys, made since July 1941 which give wage rates, earnings, or hours worked by women. Surveys for the War Labor Board, the War Production Board or other agencies, as well as your regular wage surveys, should all be included.

Thank you for your cooperation.

Sincerely,

/s/ Frederick F. Stephan, Chief
Statistical Service

Sept. 1, 1942

August 26, 1942

Mr. Frederick F. Stephan, Chief
Statistical Service
Office for Emergency Management
War Manpower Commission
Washington, D. C.

Dear Mr. Stephan:

In response to your letter of August 13, 1942, we are glad to send you the enclosed table showing ratios of female wage earner employment to total wage earner employment in 90 manufacturing industries, April 1942 and similar ratios covering employees in the same plants in April 1941.

These estimates are based on reports from manufacturing employers covering their activities during the pay period ending nearest the 15th of April and October of each year. (A copy of the April 1942 schedule is attached.)

In order to arrive at estimates of the number of women employed in each industry we shall apply these ratios to independent estimates of total wage earner employment. This work is being held up pending the completion of our current revisions in the total employment series. Estimates of the number of women employed in about 145 industries in April and October 1941 and April 1942 will be forwarded to you within a few days. It is hoped that we may also be able to supply you with these figures by States in the near future.

Budget limitations have hindered our complete exploitation of the data available from these schedules but we are planning to prepare, within the next few weeks, tabulations of hours and earnings, by sex, in selected industries for April 1942. These data will be made available to you as soon as possible.

Your request for a list of recent surveys which give wage rates, earnings, or hours worked by women has been referred to the Women's Bureau in the Department of Labor.

Very truly yours,

A. F. Hinrichs
Acting Commissioner of Labor Statistics

Enc.

RBS:AA:
EMJ:REW
Emp Stat

Defense
Manpower

September 30, 1942.

Mr. Robert C. Weaver,
Negro Manpower Service,
War Manpower Commission,
Social Security Building,
Washington, D. C.

Dear Dr. Weaver,

We are enclosing the letter about which we spoke to you on the telephone yesterday, together with a copy of our reply to Miss Wiggins.

We hope that the discrimination against Negro women as reported by Miss Wiggins may be eliminated.

Your cooperation is greatly appreciated.

Sincerely yours,

Mary Anderson, Director.

MVR
11
Encl.

Man Power
Defense

September 30, 1942.

Miss Berenice Wiggins, Secretary,
1424a North Vandeventer,
St. Louis, Missouri.

Dear Miss Wiggins,

We wish to acknowledge your letter of September twenty-first reporting on the discrimination against Negro women encountered in your city. We are greatly concerned about situations of this sort and are anxious to have them adjusted as quickly as possible.

Therefore we are forwarding your letter to Dr. Robert C. Weaver, of the Negro Manpower Service, of the War Manpower Commission, Social Security Building, Washington, D. C., as his service is authorized to take the necessary action to settle such difficulties.

We have also sent a copy of your letter to the Intelligence Division of the Office of War Information, which is concerned with the development of policies to forward the war program and the solution of problems that retard production.

The enclosed releases on Negro women and reports on occupations at which women can be employed will be of interest we believe.

We expect to have additional data in the near future on the present and possible employment of Negro women, and we shall be glad to send you this information when it is available.

We regret the difficulties you have encountered and sincerely hope that you may soon secure the jobs you are so earnestly seeking.

Sincerely yours,

Mary Anderson, Director.

MVR
11
Encl.

(COPY)

1424a North Vandeventer
St. Louis, Missouri
September 21, 1942.

The Department of Labor
Washington, D. C.

Dear Sir:

The employment situation among Negro women here in St. Louis, Missouri has reached the point of despair. We have been unable to find employment wherein we might live as American citizens. A very few Negro women have been employed in some of the Defense Plants, and only in unskilled capacities.

We are sure the Department of Labor is not aware of the gross discrimination practiced against the Negro women despite the President's proclamation that there should be no discrimination in the War Production Industry on account of color. We are asking that you kindly look into this situation on our behalf. Our organization consists of one hundred and fifty skilled Negro women with applications on file in different Defense Plants.

Hoping that you will give this matter your immediate attention we are,

Yours respectfully,
(Signed) Berenice Wiggins

Ruth Gilven, Chairman

Berenice Wiggins, Secretary

Original letter sent to War Manpower Service
P-22-42-LL

CROSS REFERENCE SHEET

Name or Subject War Manpower Commission (C.R. Dooley) — File No. Defense

Regarding Job Instructor Training — Date Sept. 4, 1942.

SEE

Name or Subject ~~Manine~~ Machine Tools — File No. Defense.

File cross reference form under name or subject at top of the sheet and by the latest date of papers. Describe matter for identification purposes. The papers, themselves should be filed under name or subject after "SEE."

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LIST OF REGIONAL DIRECTORS
WAR MANPOWER COMMISSION
APPOINTED TO DATE: SEPTEMBER 23, 1942

files
War Manpower

REGION I Boston, Massachusetts

States Covered: Maine, New Hampshire, Vermont, Connecticut
Rhode Island, Massachusetts

Mr. Joseph A. Smith
Regional Director, WMC
* 10 Post Office Square Building
Boston, Massachusetts

Deputy Director:
William A. Foley

REGION II New York City

States Covered: New York State

Mrs. Anna Rosenberg
Regional Director, WMC
c/o Social Security Board Office
11 West Forty-second Street
New York, New York

Deputy Director:

Joseph B. O'Connor

REGION III Philadelphia, Pennsylvania

States Covered: Pennsylvania, Delaware, New Jersey

L. B. F. Raycroft
Regional Director, WMC
750 Suburban Station Building
1617 Pennsylvania Boulevard
Philadelphia, Pennsylvania

REGION IV Washington, D. C.

States Covered: Maryland, Virginia and West Virginia,
Washington, D. C. and North Carolina

Dillard Lasseter
Regional Director
* c/o NYA, 2145 C Street, N.W.
Washington, D. C.

* Temporary Address

REGION V Cleveland, Ohio

States Covered: Kentucky, Ohio, Michigan

Robert C. Goodwin
Regional Director, WMC
521 Union Commerce Building
Euclid Avenue and East Ninth Street
Cleveland, Ohio

Deputy Director:

Edward Keenan

REGION VI Chicago, Illinois Erickson

States Covered: Indiana, Illinois, Wisconsin
Ia. ND. SD. Nebr. Minn
Dean Wm. H. Spencer

REGION VII Atlanta, Georgia Zeigler - Thurman

States Covered: Alabama, Florida, Georgia, Mississippi, South Carolina, and Tennessee

Bowman F. Ashe
Regional Director, WMC
1630 Candler Building
Atlanta, Georgia

REGION VIII Minneapolis, Minnesota

States Covered: Minnesota, Iowa, N. Dakota, S. Dakota, and Nebraska

Frank M. Rorig

REGION IX Kansas City, Missouri Wolfe — Hager. Coumbes

States Covered: Missouri, Arkansas, Kansas, Oklahoma

Ed McDonald
Regional Director, WMC
414 Dierks Building
1006 Grand Avenue
Kansas City, Missouri

Deputy Director:

Howard C. Dunn

REGION X — Dallas, Texas

States Covered: Texas, Louisiana, New Mexico

James H. Bond
Regional Director, WMC
* Post Office Box 957
Austin, Texas

REGION XI — Denver, Colorado

States Covered: Montana, Wyoming, Idaho, Utah, and Colorado

John R. McCusker
Regional Director, WMC
* 728 Patterson Building
Denver, Colorado

REGION XII — San Francisco, California — M K Anderson

States Covered: California, Arizona, Oregon, Washington, and Nevada

William K. Hopkins
Regional Director, WMC
245 Furniture Mart Building
San Francisco, California

Deputy Director:

James Bryant

* Temporary Address

Mgmt-Labor Policy Committee

I would suggest that WPB employee having this in charge underscore or otherwise indicate in original draft by Women's Comm. the deletions & other important changes made by Mgt-Labor Policy Comm. before submitting to W.M.C. for approval. [See line 5, this page]
Esthyde, Nov. 9.

The "Policy [illegible] Employment of Women Workers" as adopted by the Women's Advisory Committee, October 1, 1942, was presented to the Management-Labor Policy Committee October 9, 1942 for approval. The statement with certain deletions and editorial changes was adopted by the Management-Labor Policy Committee in the attached form and is to be submitted to the War Manpower Commission at its meeting Wednesday, October 14, 1942.

Mgmt-Labor Policy Committee

October 10, 1942

The "Policy on Recruitment, Training and Employment of Women Workers" as adopted by the Women's Advisory Committee, October 1, 1942, was presented to the Management-Labor Policy Committee October 9, 1942 for approval. The statement with certain deletions and editorial changes was adopted by the Management-Labor Policy Committee in the attached form and is to be submitted to the War Manpower Commission at its meeting Wednesday, October 14, 1942.

STRICTLY CONFIDENTIAL

WAR MANPOWER COMMISSION

Policy on Recruitment, Training and Employment
of Women Workers

The expansion of our war production program, as well as the increasing requirements of our armed forces, necessitates the maximum utilization of our labor resources. The present number of gainfully employed workers, both men and women, is inadequate to fill immediate and imminent requirements of the war production program. In many areas the lack of adequate housing and transportation facilities compels full use of the local labor supply. These considerations render it essential that substantially increased numbers of women be employed in gainful occupations in war production and essential civilian employment. In order to meet these needs, the Nation's program for the recruitment and training of women workers must be greatly expanded and intensified. In carrying out this program for the utilization of women workers, it is important that to the maximum extent consistent with the war effort, normal family life be preserved and maintained. The active cooperation of Government agencies, educational institutions, management, labor, and women able to accept employment must be attained.

To promote an orderly induction of women into the labor market and to insure their subsequent employment and training opportunities, the War Manpower Commission hereby declares as basic national policies for the recruitment, referral, training and employment of women that:

I. Recruitment and Referral of Women Workers

(a) Qualified women who are unemployed and who are registered in local offices of the United States Employment Service be referred to employment and training opportunities on a basis of

STRICTLY CONFIDENTIAL

WAR MANPOWER COMMISSION

Policy on Recruitment, Training and Employment
of Women Workers

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To promote an orderly induction of women into the labor market and to insure their subsequent employment and training opportunities, the War Manpower Commission hereby declares as basic national policies for the recruitment, referral, training and employment of women that:

I. Recruitment and Referral of Women Workers

(a) Qualified women who are unemployed and who are registered in local offices of the United States Employment Service be referred to employment and training opportunities on a basis of

equality with men, due regard being given to qualifications for the available work, to the physical requirements of the occupation, and to working conditions;

(b) Women who do not have children under 14 years of age be actively recruited for employment and training, but this principle shall not be construed to mean that women with young children who desire work should be deprived of an opportunity for training or employment;

(c) Special efforts to secure the employment in industry of women with young children be deferred until full use has been made of all other sources of local labor supply, in order that established family life may not be unnecessarily disrupted;

(d) In those areas in which industrial concentration and lack of housing, transportation, and other community facilities compels the fullest utilization of every resource in the locality, every effort be made to utilize fully women qualified and able to contribute to war production or essential civilian employment before workers are recruited from outside the locality;

(e) Adequate facilities be provided for the care of the children of working mothers, which facilities should be developed as approved community projects and not under the auspices of individual employers or employer groups. The availability of such facilities is of particular importance in those areas described in paragraph (d).

(f) Every effort be made to recruit and refer women, including older women, for employment or training on the basis of qualification for an occupation without discrimination because of race, national origin, or creed.

II. Training of Women Workers

(a) Where pre-employment training is desirable, and employment opportunities are or will be available, women be referred to war production pre-employment training courses conducted by public vocational schools on a basis of equality with men; that is, on the basis of their qualification for the occupation in which training is offered, with due consideration to the physical requirements of the occupation;

(b) Women be admitted on a basis of equality with men to enrollment in engineering, Science, and Management War Training Program conducted by colleges, universities, and technical schools, in cooperation with the United States Office of Education;

(c) Women workers now employed be encouraged to enroll in supplementary war training courses conducted by the public vocational schools in order that a greater number of women may prepare themselves for additional responsibilities and for upgrading within the plant;

(d) Women participate equally with men in plant training programs. Such programs should include adequate induction training, on-the-job training, upgrading, training for women foremen and supervisors, and technical training.

III. Employment of Women Workers

(a) Barriers aga inst the employment of women in any occupation for which they are or can be fitted be removed;

(b) Every method available be utilized to the end that women workers be completely accepted as a part of the great body of workers needed for all out production;

(c) Equal wage rates, including the entrance rate, be determined on the basis of the work performed, irrespective of sex;

(d) The following basic principles whether incorporated in State laws and regulations or otherwise recognized, be applied and preserved in order to promote maximum production efficiency and to safeguard the health and welfare of women workers;

(1) an 8-hour shift, a maximum 48-hour week, except to the extent temporary exemptions under adequate safeguards are necessary to meet emergencies;

(2) one day of rest in seven;

(3) adequate meal and rest periods or time and facilities, medical care and other safeguards for health and safety;

(e) Where women with young children are employed, every reasonable effort be made to adjust assignments to shifts so as to cause the least disruption possible in their family life.

(f) As a basis for efficient selection of women for training and assignment to work and subsequently to increase substantially the number of women employed, management must immediately analyze all occupations within the plant from the unskilled to the technical levels; take steps to prepare the plant for the employment of women; consult with its supervisory staff and representatives of its employees' labor organizations in order to promote acceptance of women as co-workers and to help women adjust to their working environment after their employment; encourage acceptance of women as coOworkers by giving them the same responsibilities that men workers receive; periodically review practices and policies and make such additional adjustments as are necessary.

I. Women Able to Accept Employment

(a) Ask for advice from a representative of the War Manpower Commission what additional women workers are required in their locality because of existing or imminent labor shortages, women able to accept employment register for employment or training with the nearest local office of the United States Employment Service;

(b) Women interested in work outside their locality not leave one community in search of work or training in another community without

(a) registering for employment at the nearest local office of the United States Employment Service; and

(b) securing advice from such office that such work or training is available.

Approved October 10, 1942, by the Management-Labor Policy Committee for submission to the War Manpower Commission.

COPY

WOMEN'S BUREAU
DEPARTMENT OF LABOR

LETTER TO THE HOUSE AND SENATE SUBCOMMITTEE ON APPROPRIATIONS

TRANSMITTING THE MANAGEMENT-LABOR POLICY COMMITTEE RESOLUTION WITH

RESPECT TO HANDICAPS TO PROPER FUNCTION OF USES

September 29, 1942

Dear _____:

At the request of the National Management-Labor Policy Committee of the War Manpower Commission, I am transmitting to you for the information of your Committee a resolution adopted by the Management-Labor Policy Committee on September 25, 1942.

I am much concerned about the difficulty of coping with the increasingly grave manpower problem unless provision is made for a much more adequate war manpower organization. The President has approved of a request for a deficiency appropriation which in due time will be presented for consideration of your committee. At that time I shall be very glad to furnish any information your Committee may desire.

This is indeed a serious matter, and I am hopeful that the members of the Committee will carefully consider the resolution.

Sincerely,

/ s / Paul V. McNutt

Chairman

Enclosure

September 24, 1942

Management-Labor Policy Committee
Resolution on Removal of Restrictions on the Operating Effectiveness
of the United States Employment Service

BE IT RESOLVED:

That the Chairman of the War Manpower Commission transmit to the aprropriate House and Senate Committees concerned with appropriations for the United States Employment Service the following resolution of the Management-Labor Policy Committee:

It is futile for the Management-Labor Policy Committee to formulate and recommend manpower policies unless it knows that an organization and staff exists in the field adequate to translate those policies into reality. Presently such an organization does not exist.

Full responsibility for mobilization and allocation of the Nation's manpower for effective prosecution of the war rests with the United States Employment Service, now a part of the War Manpower Commission. Obstacles to adequate organization and operation of the Employment Service have developed within the last few months which are seriously hampering the functioning of this agency, the chief operating agency of the War Manpower Commission program. These are:

1. SHORTAGE OF FUNDS:

The USES is now operating with a budget grossly inadequate to its present responsibilities; its current budget is wholly inadequate to permit it to perform the additional responsibilities it must of necessity carry in manning the war production program. Already in the third month of this fiscal year, it has been necessary to reduce the number of local offices serving workers and employers, to dismiss part of the Employment Service personnel, and to restrict the scope of its operations. This has happened in the face of circumstances which have not only increased the volume of business handled by local Employment Service Offices

but which have also multiplied the diversity of activities which these offices must carry on in order to sustain and further the war effort.

2. PROVISIONS IN THE APPROPRIATION ACT:

The Labor-Federal Security Appropriation Act of 1943 passed by the Congress on July 2, 1942 contains certain restrictive provisions which have seriously undermined the administration of the USES and have rendered ineffective the national pooling of these offices. The Act forbids the USES, and thus the WMC, from adjusting the salaries of personnel taken over from the State services so as to raise them and bring them in line with salaries paid by other Federal agencies. This has resulted in an abnormal turnover in personnel leaving to accept jobs in other Federal agencies and in private industry; from April 1 to June 30 of this year approximately 3,000 out of a total of 21,000 employees have left the Employment Service. Thus the Employment Service staff has been weakened at a very crucial time. It is vitally essential that the Employment Service retain its trained personnel at a time when all the experience and resources possible should be available to cope with new problems of labor market control.

In addition, the Appropriation Act clearly emphasizes that the USES personnel are "loaned" to the Federal Government for the duration of the war, and it further provides that any individual whom an unemployment compensation agency wishes to retain on its staff must be released by the USES. The effect of this restriction has been to freeze workers on certain functions, when competent administration should allow for adjustments of work assignments according to particular loads at any given time. Likewise, employees have been confused as to their status and the divided administrative authority under which they operate. There is no doubt that the gearing of the country's production for the total war purposes is a national problem. The manning of this production program is likewise a national problem.

The evidence is clear that a dangerous demoralization of Employment Service personnel has taken place, largely as a result of the restrictive provisions of the Appropriation Act. While local Employment Service office employees are nominally Federal employees, working longer hours than State employees, having pay roll deductions for Federal retirement benefits, and carrying increased Federal responsibilities, they continue to work at lower State salary levels—stenographers working in many offices receive only $900 a year; they may transfer to any other Federal agency in the same city at $1,440 or even $1,620 a year.

REMEDIAL STEPS:

In order to remove the virtually impossible operating conditions brought about by the paradox of reduced funds for an essential war agency, which is carrying an enormously increased load of work, the Management-Labor Policy

Committee of the War Manpower Commission urges that:

1. Sufficient additional funds to permit the proper functioning of the WMC be immediately provided by the Congress of the United States.

2. The restrictive provisions of the 1943 appropriation act be removed so that the WMC can retain the present experienced staff and build up its staff with qualified people equal to the task of developing programs for carrying on operations essential to the total effort for full utilization of the manpower of this country for war purposes or essential needs.

I answered this letter by a telephone call

OFFICE FOR EMERGENCY MANAGEMENT

WAR MANPOWER COMMISSION

WASHINGTON, D. C.

Chairman
PAUL V. McNUTT
FEDERAL SECURITY ADMINISTRATOR

File
War Manpower

September 4th, 1942

Mary Robinson
Women's Bureau
Room 1316
Department of Labor Building
14th and Constitution
Washington, D.C.

Dear Miss Robinson:

If you have a spare copy, I would very much appreciate having your report on a national field survey of women workers in aircraft plants.

We receive a good many inquiries from newspapers and magazines for information about women workers. Your report would be very helpful in such cases.

If there are any "sidelights" of interest, but not included in the report itself, we would be grateful for a summary.

Perhaps, if you think a meeting is warranted, we might arrange a get-together to talk over ways and means of utilizing to the best advantage whatever material you are not already planning to publicize yourselves.

Yours very truly,

George W. Davis

George W. Davis
News Division, Information Service
Room 5650, New Social Security Building
Phone: Executive 4660, Extension 787.



War Manpower Com

August 29, 1942

Dr. R. C. Weaver, Chief
Negro Manpower Commission
Room 4270 Social Security Bldg.
Washington, D.C.

letter from: Mrs. Viola Washington
57 County St.
New Haven, Connecticut

re position in defense factory

September 24, 1942

Mr. Gerald P. Johnson
Office for Emergency Management
Office of War Information
280 Madison Avenue
New York City.

My dear Mr. Johnson:

We have your letter of September 22d, requesting pamphlets and material on Negro women in industry.

Since the defense program has been put into effect we have been able to do little on the subject. You may find of interest the enclosed speeches made a year ago at the convention of the National Association of Colored Women.

We are enclosing our bulletin "The Negro Woman Worker" which was prepared prior to the emergency; also, some copies of clippings from various papers which we thought might be of some interest. In case you have not received a copy of a release from the War Manpower Commission on industrial replacements of Negroes we are enclosing a copy.

If you have not already done so you might write to Mr. Guy P. Jones, Information Division, War Manpower Commission and Mr. Robert Weaver, Negro Employment Section, War Manpower Commission, both in Washington, D.C.

If we can be of any further service we shall be glad to cooperate in any way.

Sincerely yours,

Mary Anderson, Director

mvr
cc

See me about this

EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE FOR EMERGENCY MANAGEMENT
Office of War Information
280 Madison Avenue
New York, N.Y.



September 22,1942

U.S. Department of Labor
Division of Women in Industry
Washington, D. C.

Gentlemen:

Please send me any pamphlets or material that you may have on Negro women in industry.

I would appreciate a bibliography on the same topic.

Yours very truly,

Gerald P. Johnson

Gerald P. Johnson

GPJ/sjb

Guy P. Jones Information Div.
War Manpower Commission
Robt. Weaver - Negro Employment Div
War Manpower Commission

Files

Defense
Man Power

October 5, 1942

Dr. R. C. Weaver
Negro Manpower Service
War Manpower Commission
Washington, D.C.

letter from: Mrs. Alma Pollard Jone
321 Gray St.
Lake Charles, La.

(copy of our letter enclosed)

re opportunities of employment

Manpower
Defense

October 6, 1942

Miss Marjorie G. Russell, Secretary
Women's Policy Committee
War Manpower Commission
Room 5241 Social Security Building
Washington, D. C.

My dear Miss Russell:

I am very glad to send you the enclosed list and sample kit of the war publications of the Women's Bureau concerning the employment of women, which we are forwarding to the members of the Women's Policy Committee.

Sincerely yours,

Mary Anderson, Director

IS

WOMEN'S BUREAU
U. S. Department of Labor
Washington

October 6, 1942

List of material contained in kits sent by the Women's Bureau to members of the Women's Policy Committee, War Manpower Commission

1. Report of the Conference of the Women's Bureau Advisory Committees, U. S. Department of Labor, Washington, January 21-22, 1942
2. Special Bulletin No. 1, Effective Industrial Use of Women in the Defense Program
3. " " No. 2, Lifting Heavy Weights in Defense Industries
4. " " No. 3, Safety Clothing for Women in Industry
5. " " No. 4, Washing and Toilet Facilities for Women in Industry
6. " " No. 5, Women's Effective War Work Requires Time for Meals and Rest
7. " " No. 6, Night Work for Women and Shift Rotation in War Plants
8. " " No. 7, Hazards to Women Employed in War Plants on Abrasive-Wheel Jobs
9. " " No. 8, Guides for Wartime Use of Women on Farms
10. Bulletin No. 194, Your Questions as to Women in War Industries
11. Mimeograph (Revised Oct. 1942) Typical Operations on Which Women are Employed in War Production
12. Bulletin No. 193, Women's Work in the War
13. Bulletin No. 192-2 Women's Employment in Artillery Ammunition Plants, 1942
14. Bulletin No. 192-1 Women's Employment in Aircraft Assembly Plants in 1942
15. Bulletin No. 189-4 The Employment of and Demand for Women Workers in the Manufacture of Instruments - Aircraft, Optical and Fire-Control, and Surgical and Dental
16. Bulletin No. 189-2 Employment of Women in the Manufacture of Small-Arms Ammunition
17. Recreation and Housing for Women War Workers, A Handbook on Standards (Bul.190)
18. Leaflet, Standards for Maternity Care and Employment of Mothers in Industry
19. Leaflet, Recommendations Adopted by Conference on Day Care of Children of Working Mothers, held under auspices of Children's Bureau July 31-Aug.1,1941

Man Power
Defense

October 6, 1942

Miss Margaret A. Hickey
560 N. Skinker Street
St. Louis, Missouri

Dear Miss Hickey:

As you suggested, I am sending to the members of the Women's Policy Committee of the War Manpower Commission a kit of the war publications of the Women's Bureau concerning the employment of women.

I am enclosing a list of the publications contained in the kit, and a sample kit will be forwarded to you within the next few days so that you will be familiar with the material that has been forwarded to the members of the committee.

Sincerely yours,

Mary Anderson, Director

IS

Enc: Same list as enclosed in
letter to Miss Marjorie G. Russell,
Sec'y, W.M.C. Women's Pol. Com.

October 6, 1942

Mrs. Dorothy Bellanca
Amalgamated Clothing Workers of America
15 Union Square
New York, N. Y.

Dear Mrs. Bellanca:

As suggested by Miss Hickey, Chairman of the Women's Policy Committee of the War Manpower Commission, I am sending the members of the Committee a kit containing a selection of the war publications of the Women's Bureau in regard to the employment of women.

While I know that you receive our publications regularly, I am sending you one of these kits so that you may have a collection of the material available at hand before the next meeting.

Sincerely yours,

Mary Anderson, Director

October 6, 1942

Miss Jenny Matyas
345 Mason Street
San Francisco, California

My dear Miss Matyas:

As suggested by Miss Hickey, Chairman of the Women's Policy Committee of the War Manpower Commission, I am sending the members of the Committee a kit containing a selection of the war publications of the Women's Bureau in regard to the employment of women.

One of these kits will be forwarded to you within the next few days, in order that you may familiarize yourself with the information available before the next meeting.

Sincerely yours,

Mary Anderson, Director

IS

October 6, 1942

Miss Bess Bloodworth
The Namm Store
Brooklyn, New York

My dear Miss Bloodworth:

As suggested by Miss Hickey, Chairman of the Women's Policy Committee of the War Manpower Commission, I am sending the members of the Committee a kit containing a selection of the war publications of the Women's Bureau in regard to the employment of women.

One of these kits will be forwarded to you within the next few days, in order that you may familiarize yourself with the information available before the next meeting.

Sincerely yours,

Mary Anderson, Director

IS

October 6, 1942

Mrs. Harris T. Baldwin
National League of Women Voters
726 Jackson Place
Washington, D. C.

Dear Mrs. Baldwin:

As suggested by Miss Kickey, Chairman of the Women's Policy Committee of the War Manpower Commission, I am sending the members of the Committee a kit containing a selection of the war publications of the Women's Bureau in regard to the employment of women.

While I know that you receive our publications regularly, one of these kits will be sent to you within the next few days, so that you may have at hand before the next meeting a collection of the material available.

Sincerely yours,

Mary Anderson, Director

IS

October 6, 1942

Mrs. Lowell Hobart
Milford, Ohio

My dear Mrs. Hobart:

As suggested by Miss Hickey, Chairman of the Women's Policy Committee of the War Manpower Commission, I am sending the members of the Committee a kit containing a selection of the war publications of the Women's Bureau in regard to the employment of women.

One of these kits will be forwarded to you within the next few days, in order that you may familiarize yourself with the information available before the next meeting.

Sincerely yours,

Mary Anderson, Director

IS

October 6, 1942

Mrs. Beatrice Gould
The Ladies' Home Journal
Philadelphia, Pa.

My dear Mrs. Gould:

As suggested by Miss Hickey, Chairman of the Women's Policy Committee of the War Manpower Commission, I am sending the members of the Committee a kit containing a selection of the war publications of the Women's Bureau in regard to the employment of women.

One of these kits will be forwarded to you within the next few days, in order that you may familiarize yourself with the information available before the next meeting.

Sincerely yours,

Mary Anderson, Director

IS

October 6, 1942

Mrs. Blanche M. Ralston
Coahoma, Mississippi

My dear Mrs. Ralston:

As suggested by Miss Hickey, Chairman of the Women's Policy Committee of the War Manpower Commission, I am sending the members of the Committee a kit containing a selection of the war publications of the Women's Bureau in regard to the employment of women.

One of these kits will be forwarded to you within the next few days, in order that you may familiarize yourself with the information available before the next meeting.

Sincerely yours,

Mary Anderson, Director

IS

October 6, 1942

Mrs. Sadie Orr Dunbar
605 Woodlark Building
Portland, Oregon

My dear Mrs. Dunbar:

As suggested by Miss Hickey, Chairman of the Women's Policy Committee of the War Manpower Commission, I am sending the members of the Committee a kit containing a selection of the war publications of the Women's Bureau in regard to the employment of women.

One of these kits will be forwarded to you within the next few days, in order that you may familiarize yourself with the information available before the next meeting.

Sincerely yours,

Mary Anderson, Director

IS

October 6, 1942

Mrs. Gladys Talbott Edwards Director
Jamestown, North Dakota Junior Department, Farmers' Union

My dear Mrs. Edwards:

As suggested by Miss Hickey, Chairman of the Women's Policy Committee of the War Manpower Commission, I am sending the members of the Committee a kit containing a selection of the war publications of the Women's Bureau in regard to the employment of women.

One of these kits will be forwarded to you within the next few days, in order that you may familiarize yourself with the information available before the next meeting.

Sincerely yours,

Mary Anderson, Director

IS

October 6, 1942

Mrs. Maudelle Bousfield, Principal
Wendell Phillips High School
Chicago, Illinois

My dear Mrs. Bousfield:

As suggested by Miss Hickey, Chairman of the Women's Policy Committee of the War Manpower Commission, I am sending the members of the Committee a kit containing a selection of the war publications of the Women's Bureau in regard to the employment of women.

One of these kits will be forwarded to you within the next few days, in order that you may familiarize yourself with the information available before the next meeting.

Sincerely yours,

Mary Anderson, Director

IS

October 6, 1942

Miss Ruth Allen
University of Texas
Austin, Texas

My dear Miss Allen:

As suggested by Miss Hickey, Chairman of the Women's Policy Committee of the War Manpower Commission, I am sending the members of the Committee a kit containing a selection of the war publications of the Women's Bureau in regard to the employment of women.

One of these kits will be forwarded to you within the next few days, in order that you may familiarize yourself with the information available before the next meeting.

Sincerely yours,

Mary Anderson, Director

IS

Man Power

October 8, 1942

MEMORANDUM

To: Howard Bridgeman
Planning Service of War Manpower Commission

From: Mary Elizabeth Pidgeon
Chief, Research Division

Subject: Part-Time Workers

Responding to your telephoned request to me, I am sending the attached material on part-time work for women.

This is in the nature of background material and I believe that much of it concerns data with which you are already familiar.

It is true that women have in the past been very largely employed in part-time work in the stores and service industries, but a few cases now are coming to light showing showing the practicability of arranging part-time factory work. Especially is this true in Great Britain. Also in that country employers are urged to utilize women in part-time work in stores, clerical occupations and essential services in order to release full-time workers for war manufacture.

Little detail is included here as to Bureau of Labor Statistics data or British experience, since I understand you have these data. Only the more recent Women's Bureau reports have been summarized.

Man Power

September 26, 1942

Mr. Lewis E. MacBrayne
New England Director, REGION 1
80 Federal Street
Boston, Massachusetts.

My dear Mr. MacBrayne:

Miss Anderson's speech will be printed by the National Safety Council and we also expect to mimeograph it. However, we are glad to send you a carbon copy as you requested.

You will note that the date is October 27th. Until after that time the material is for your information, but is not to be released or quoted.

Thank you for your interest.

Sincerely yours,

Mary V. Robinson, Director
Division of Public Information.

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ec

U. S. DEPARTMENT OF LABOR
DIVISION OF LABOR STANDARDS
WASHINGTON

NATIONAL COMMITTEE FOR THE
CONSERVATION OF MANPOWER
IN [redacted] INDUSTRIES
WAR

REGION 1
LEWIS E. MacBRAYNE
REGIONAL REPRESENTATIVE
80 FEDERAL STREET
BOSTON, MASS.

WOMEN'S BUREAU
SEP 24 1942
DEPARTMENT OF LABOR

September 23, 1942

Miss Mary Anderson, Director
Women's Bureau
U.S. Department of Labor
Washington, D.C.

Dear Miss Anderson:

I note in the advanced program for the National Safety Congress that you are to read a paper on SAFETY AND HEALTH PROBLEMS OF WOMEN IN INDUSTRY.

This is a subject of interest to us in our New England Federal work, and I wonder whether it would be possible when your secretary types the manuscript to ask her to put on an extra carbon and mail it to us.

I would greatly appreciate this favor.

Very truly yours,

Lewis E. MacBrayne

Lewis E. MacBrayne
New England Director

LEM:VT

U.S. Department of Labor
WOMEN'S BUREAU
Washington

WOMEN'S BUREAU
NOV 20 1942
DEPARTMENT OF LABOR

October 24, 1942

NEED FOR COMMUNITY FACILITIES TO AID MARRIED WOMEN EMPLOYED IN WAR INDUSTRIES TO MEET THEIR HOUSEHOLD RESPONSIBILITIES

In congested war production areas the employment of married women is becoming increasingly necessary. The shortage of existing housing and community facilities and the restriction on future construction caused by priorities on building material and labor make the bringing of additional workers into these areas practically impossible. Factories in these communities must rely on local labor or workers living within reasonable commuting distances. If the demand for labor is to be met, all the able-bodied adults in these communities must respond to the factories' appeals for workers. This means that more married women and mothers of children will be forced to accept factory employment.

Women who in the past have had a full-time job caring for their homes and families cannot continue for long to perform their usual household duties and in addition fill a full-time factory job without serious effects on their health. If the health of our workers is destroyed, the primary battle of the war is lost. Most women employed in defense factories are working 48 hours and 6 days a week. Some are working longer. The employment of women for 7 days is not unknown in plants that are rushing to complete orders that must be shipped to critical war zones. If the woman herself is not working at night, her husband may be. All of this condition adds to the wife's difficult task of organizing her household and performing the multitude of duties that caring for a family entails.

Many of the household responsibilities of a wife or mother are of so intimate and personal a character, that adequate aids in their performance scarcely can be devised. Of many domestic duties and tasks, however, she can be relieved, and if she is to remain in industry, arrangements must be made to lighten her double burden of caring for a family and tending a machine.

Since the necessity for the increased employment of married women first became apparent, consideration has been given to plans for the care of young children while mothers are engaged in the plants. Such plans should be perfected as rapidly as possible and put into effect immediately. Less attention, however, has been given to the solution of other problems that become of major importance when the wife and mother adds to her usual household duties a full-time factory job. Not only must she spend as much time in the plant as her husband but she must prepare his meals and those of the family. She must do the family marketing before going to work in the morning or at the end of a long work day. The household laundry must be done and the house kept reasonably clean and the children properly cared for.

Because of the inordinate amount of time and energy required to buy and prepare food, aids must be provided to relieve the wife of some of the burdens of this household task. Most families prefer to eat at home. Community services should be developed to assure the observance of this family custom with the minimum expenditure of time and effort in homes where the wife is employed. Communal kitchens from which hot and nutritious food could be purchased at prices within the means of working people should be established in every industrial neighborhood. In order

to assure that such facilities are provided and that prices are kept within reason, the Government may find it necessary to sponsor and regulate such projects, though the actual operation be placed in private hands. Women should be aided in the difficult task of shopping for the family through grants of time off for marketing, staggered hours, the placement of written orders to be delivered at the factory, etc.

In addition to community kitchens, communal eating places should be established for industrial workers. Great Britain has developed an extensive system of moderately priced eating places known as British Restaurants. These are established by local authorities under the sponsorship of the Minister of Food. In these restaurants food is sold at cost, which is kept low through the use of voluntary labor and of buildings for which little or no rent is charged. These eating places have become so popular among the British working people that in June 1942, the Minister of Food announced that such restaurants were being opened in the country at the rate of two a day. Such enterprises not only aid the war effort by relieving working wives of the necessity of preparing meals in the home but they assure economical and efficient use of food, labor and scarce facilities and equipment.

The burden on the housewife of food preparation has been reduced in Great Britain by another development. All factories of any size maintain a canteen where hot meals may be bought by the workers. In fact the Minister of Labor has the power to compel a factory employing more than 250 workers to provide such a canteen. In January 1941 the Minister of Labor called the attention of factory managers to the fact that many workers would be glad of an opportunity to obtain "breadfast or a substantial tea or supper at the factory canteen," and urged them to consult with their workpeople and

to arrange to meet any demand for additional canteen facilities that might be requested.

In order to assure the proper quality of food sold at factory cafeterias or restaurants, Canada has given the Minister of Health the power to require that plant owners "staisfy the nutritional or other standards specified by the minister with respect to any foods" served on the premises to employees. These British experiments illustrate ways by which the industrial efficiency and productivity of women workers can be increased through reducing the burden of their household tasks.

Another important responsibility that must be assumed by the community or the government is the provision for adequate laundry facilities. The establishment of public wash houses where women may go to do their own laundry work is not what is meant. No woman who has worked full time in a factory should be obliged to return home at night or on her day off to do the family washing and ironing. Public or private laundries where defense workers can send their work to be done at reasonable cost should be established in every community. If married women who have been induced to enter factory employment to continue on their jobs such facilities must be provided, and the government must arrange for the allocation of materials and labor for building and manning such establishments.

WOMEN'S BUREAU

October 20, 1942

To: Miss Marjorie G. Russell
Acting Executive Secretary
Management-Labor Policy Committee
Room 5241, Social Security Building
Washington, D. C.

From: John J. Corson, Director
United States Employment Service

Subject: Employment of Women in Critical Labor Supply Areas

In 46 major labor market areas in the country, the exhaustion of labor supply to meet the demand of war production has posed the immediate problem of bringing large numbers of women into the labor market. In these areas, the full utilization of local labor is of especial importance: in practically every case a shortage of male labor has resulted in in-migration that is straining housing, transportation, and other community facilities. Therefore, it is essential that orderly methods be developed for the recruitment, training, and placement of all able-bodied women in each community to assure their utilization to the maximum degree. Attached is a list of the areas where recruitment of women should be begun immediately as well as a list of 71 areas where recruitment will be needed in the near future. A brief analysis of the problems involved in bringing large numbers of women onto the labor market will be prepared for the meeting as well as a statistical summary of the labor market situation in each area on the first list.

We are evaluating the experience already developed in the promotion of the employment of women in critical labor supply centers. On the basis of this experience, additional plans will be formulated for the employment of women in all the areas where they are critically needed. These plans will also be presented for the consideration of the Women's Advisory Council on October 27.

/s/
John J. Corson

Attachments

AREAS IN WHICH THERE IS OR WILL BE NEED FOR LARGE NUMBERS OF WOMEN

Women Needed Now	Women Needed Later
*Akron, Ohio	Albany-Schenectady-Troy, N.Y.
Baltimore, Md.	Aliquippa, Pa.
Bridgeport, Conn.	Anderson, Ind.
Burlington, Iowa	Ann Arbor, Mich.
Canton-Massillon-Alliance, Ohio	Auburn, N. Y.
Claremont, N.H.--Springfield-Windsor, Vt.	Aurora, Ill.
*Dayton-Springfield, Ohio	Batavia, N.Y.
*Detroit, Mich.	Battle Creek, Mich
*Elkton, Md.	Binghamton, N.Y.
*Elmira, N.Y.	Bloomington, Ind.
Evansville, Ind.	Buffalo-Niagara Falls-Lockport, N.Y.
Flint, Mich.	Chicago, Ill.
Fremont-Port Clinton, Ohio	Cincinnati, Ohio
Hartford, Conn.	Cleveland, Ohio
Indianapolis, Ind.	Columbus, Ohio
Little Rock, Ark.	Connersville, Ind.
Lorain-Elyria, Ohio	Dunkirk, N.Y.
Los Angeles, Calif.	Erie, Pa.
Marion, Ohio	Ft. Wayne, Ind
Massena, N.Y.	Grand Rapids, Mich.
Meriden, Conn.	Hamilton-Middletown, Ohio
Middletown, Conn.	Huntsville, Ala.
Morristown, N.J.	Jackson, Mich.
Muskegon, Mich.	Jamestown, N.Y.
New Britain-Bristol, Conn.	Jersey City, N.J.
New Haven, Conn.	Joliet, Ill.
Parsons, Kans.	Kalamazoo, Mich.
Pittsfield, Mass.	Kansas City, Mo.
Piqua-Sidney-Troy, Ohio	Lancaster, Pa.
Pontiac, Mich.	Lansing, Mich.
Saginaw-Bay City, Mich.	Lima, Ohio
San Diego, Calif.	Louisville, Ky.
Sandusky, Ohio	Manitowoc, Wis.
Seattle-Tacoma-Bremerton, Wash.	Milwaukee, Wis.
Somerville, N.J.	Moline, Ill.
Springfield-Holyoke-Northampton, Mass.	Muncie, Ind.
Stamford, Conn.	Newark, Ohio
Talladega, Ala.	Newark-Elizabeth, N.J.
Torrington, Conn.	Newburgh, N.Y.
Trenton, N.J.	Northern New Jersey
*Warren-Ravenna, Ohio	Oklahoma City, Okla.
Washington, D. C.	
Waterbury, Conn.	
Williamsport, Pa.	
Worcester, Mass.	
York, Pa.	

*Areas in which it is believed that a complete registration of women is needed.

Women Needed Later

Omaha, Nebr.
Paterson-Passaic, N.J.
Perth Amboy-New Brunswick, N.J.
Philadelphia, Pa.
Pine Bluff, Ark.
Point Pleasant, W. Va.
Port Huron, Mich.
Racine, Wis.
Reading, Pa.
Richmond-Newcastle, Ind.
Rochester, N.Y.
Rockford, Ill.
Sidney, N. Y.
South Bend, Ind.
Spokane, Wash.
Springfield-Decatur, Ill.
Sterling, Ill.
St. Louis, Mo.
Syracuse, N. Y.
Terre Haute, Ind.
Toledo, Ohio
Tulsa, Okla.
Utica-Rome, N.Y.
Watertown, N. Y.
Wichita, Kans.
Wilmington, Del.
Youngstown, Ohio

War Manpower Commission

WOMEN'S ADVISORY COMMITTEE

MINUTES OF THIRD MEETING, OCTOBER 28, 1942

9:30 a.m. to 1:10 p.m. and 2:30 p.m. to 6:20 p.m.

Room 5546, Social Security Building, Washington, D. C.

WOMEN'S BUREAU
NOV 20 1942
DEPARTMENT OF LABOR

Chairman

Miss Margaret A. Hickey

Committee Members Present
Miss Ruth Allen
Mrs. Harris T. Baldwin
Mrs. Dorothy Bellanca
Miss Bess Bloodworth
Mrs. Maudelle Bousfield
Mrs. Sadie Orr Dunbar
Mrs. Gladys Talbott Edwards
Mrs. Lowell Hobart
Miss Jennie Matyas
Mrs. Blanche M. Ralston

War Manpower Staff Present
Mrs. Mae T. Evans
Dean Bernard Gavit
Miss Helen Greenblatt
Mr. Fowler V. Harper
Mrs. Marjorie L. Marshall
Mrs. Edith M. Keyes
Miss Thelma McKelvey
Mrs. Rowena Rommel
Miss Rhea Radin
Miss Marjorie G. Russell
Miss Sara Southall
Mr. Frederick Stephan
Mr. Collis Stocking
Mr. Charles Taft

Federal Security Staff Present
Mr. James E. Brunot
Mrs. Eva Hansl

Women's Bureau

Labor Department Staff Present
Miss Louise Stitt
Miss Bertha Nienberg

U. S. Employment Service Staff Present
Mr. George Edwards
Miss Helen Ringe

Agriculture Department Staff Present
Mr. David Meeker

SUMMARY
WRITER: MG, Minutes and Reports Section, OEM

PURPOSE OF THE MEETING

The agenda for the meeting listed the following subjects for consideration and discussion by the committee: (1) the Statistical Service--its program, policies, and relation to the War Manpower Commission from an organizational standpoint; (2) the farm labor problem with specific reference to critical areas and labor shortages; and (3) proposed implementation of the policy on recruitment, training, and employment of women workers. In addition, the relative merits of compulsory and voluntary national service were discussed, and some of the detailed questions of policy that are involved in National Service legislation were considered.

STATISTICAL SERVICE OF WMC

Mr. Stephan described the Statistical Service as one of the instruments by which the War Manpower Commission plans and carries out its functions, especially those of an over-all administrative nature. Much of the work of the Service, he said, is made up of studies, projects, and assignments that are concerned in a broad sense with the total manpower situation, both in terms of available supply and of employment requirements. In policy, he said, the Service builds on and depends on existing statistical sources, It works closely with the Bureau of Employment Security, the Department of Agriculture, the Census Bureau, and other governmental agencies in drawing up the total statistical picture.

One of the big problems, Mr. Stephan said, is that of planning ahead on manpower requirements. The military and naval establishments let contracts, the contractor then lets subcontracts, which may cover the whole country, and the subcontractors, in turn, place orders for the materials they need. The labor needed for production of Army and Navy materials, therefore, is not in one place, but is diffused all over the country. The technical difficulties of classifying employees and determining what labor requirements will be for the whole program and for specific communities is very great. Production planning has to be fitted in with labor planning. The amount of labor that will be released through concentration of production and the increases in efficiency that will be gained through training programs or through increased mechanization must be determined. These functions are, in general, the functions of the Service, Mr. Stephan said.

FARM LABOR PROBLEM

DIRECTIVE ON LIVESTOCK, DAIRY, POULTRY, AND RELATED FARM WORKERS

Background.--When the war began, the farm areas were one of the greatest labor reservoirs, Mr. Meeker said, but men have been drawn out of agriculture in large numbers, by both industrial employment and Army service, and the labor shortage is now acute, particularly in certain areas and in certain types of agricultural activity. In the coming year, the problem will be a serious one, that will require the complete utilization and coordination of all available farm labor.

The problem of labor shortage is particularly acute in dairy farming, because it is leading to a liquidation of dairy herds. Unlike industrial production, Mr. Meeker said, dairy production is a 3-year operation. If the herds are killed off now, it will take 3 years to get back to normal and necessary levels of dairy production. This is the reason, he said, for the deep concern that has led to the directive on dairy, livestock, and poultry workers. Mr. Meeker spoke of the tremendous quantities of food that will be required for the Allies and for United States troops all over the world. This country is supplying the total protein of the British diet, he said. Since its production of vital war foods cannot be increased to any considerable extent, particularly in the dairy products, very drastic shifts in dietary habits among the civilian population will be necessary. The best that can be hoped, he said, is to maintain a minimum adequate diet for people in the United States.

Provisions.--The order on farm workers, as explained by Mr. Harper and Mr. Stocking, makes no effort to return farm workers who are already in the Army, but it provides very special consideration in Selective Service for dairy workers coming up for induction, by placing them in the 2B classification on occupation alone. If a dairy worker comes up for induction from an area in which there is no shortage, however, his deferment is dependent upon his acceptance of transfer to a job in a shortage area.

The loss of farm workers to industrial occupation will be checked by industrial sanctions. Procurement agencies will instruct contracting plants not to employ agricultural workers without a certificate of separation from the U. S. Employment Service. In acting upon applications for certificates of separation, Mr. Harper explained, the U. S. Employment Service considers whether the employee is being paid prevailing wages in the community for the type of work in which he is engaged, whether he is using his highest skill, whether he is employed on a full-time or part-time basis, and whether the refusal of the certificate would work undue hardship upon him. The worker is entitled also to appeal to the Management and Labor Committee from the decision of the U. S. Employment Service.

Discussion.--The committee questioned both Mr. Harper and Mr. Stocking on specific points in the directive. Mrs. Edwards asked whether the draft board or the U. S. Employment Service has the authority to make the transfer of dairy workers to shortage areas. The effort is a cooperative one, Mr. Stocking said. When Selective Service finds that a dairy worker is up for induction, it is to confer with the Department of Agriculture to determine whether there is another area to which he should be transferred, and the operator is to be persuaded to accept the referrals made.

Mrs. Edwards asked also whether there are adequate Management-Labor Committees in the agricultural field to whom the workers can appeal. There is a very real practical problem here, Mr. Harper said, in that there is not yet a perfected technique for dealing with this group and there are not many Management-Labor Committees for agricultural workers. But adequate appellate tribunals will be provided, he believed, through the war boards of the Department of Agriculture in each county. These will represent the agricultural worker.

Miss Matyas regretted that the order had been issued. She believed that the "freezing" of agricultural labor at prevailing wages is asking the poorest paid workers to go on being the poorest paid workers, and that it will cause great discontent. Mr. Harper pointed out that the workers are not frozen absolutely by the order. They are free to move about in agriculture. Moreover, the order contains a recognition of the wage problem, he said. It includes a program for upward wage stablization, to be undertaken by the Department of Agriculture if it finds wages a factor in maintaining a supply of dairy workers.

IMPORTATION OF MEXICAN FARM WORKERS

Mr. Stocking described a plan that has been worked out by treaty arrangement with the Mexican Government for bringing in Mexican farm workers to solve the problem of labor shortage in specific areas. Three thousand Mexican workers have already been imported for work in the sugar-beet fields of California, and the U. S. Employment Service has certified for additional cotton workers in Arizona.

Certain basic labor standards have been established for the importation of such workers, Mr. Stocking said. They are not to break down wages or take the place of resident workers. They are to be guaranteed employment for three-fourths of the contract time at prevailing wages, which must not be below 30 cents an hour, and their transportation and subsistence costs are to be paid both ways. The 30-cent minimum establishes a substantially increased rate of pay for all farm workers in many areas, Mr. Stocking said, and, since the provision of transportation costs and subsistence costs during transportation raised the question of a similar provision for resident workers who are transferred to other areas, funds have been set aside by the President for this purpose.

WOMEN WORKERS ON FARMS

Two totally different types of situations must be considered in planning the utilization of women workers as farm labor reserves, it was said. One is the problem of production with a big seasonal labor peak, such as fruit production. The other is the problem of the farm which needs year-round help in all phases of farm activities. In this second type of situation, Mrs. Edwards pointed out, the woman must be interested in farming as a way of living, and not only as a way of earning wages. City women, she said, have been brought in and can be brought in on the seasonal jobs in commercial agriculture. But she believed that only women of farm background will fill the need for year-round farm workers satisfactorily.

From the point of view of technical development, Mr. Hecker pointed out, the country is better able to utilize women on farms than in the last war, when farming was still done largely by horsepower. Tens of thousands of women have driven small tractors this year, he said. But steel is so critical that no additional equipment will be possible in 1943, and the farms will have to produce with what they have.

Miss Nienburg spoke of the need for Federal leadership in the use of women on farms. The problem is too big for individual groups to handle, if women are to come into farm work in increasing numbers, and special types of problems are involved which require careful consideration. On farms where only one woman is placed for year-round work, for example, care would have to be taken to assure her protection as well as to assure her adequacy for the work that will be needed. The Women's Bureau, Miss Nienburg said, is not ready to make recommendations until it has made an analysis of existing conditions, by areas, to determine what type of plan for getting women into farm work can be set up. Such a plan, she believed, would require local adaptation under an over-all Federal program of guidance.

RECRUITMENT, TRAINING, AND EMPLOYMENT OF WOMEN IN INDUSTRY

IMPLEMENTATION OF THE POLICY

Miss McKelvey reported to the committee the steps that have been taken to implement the policy of recruitment, training, and employment of women workers, particularly through the action of various Government agencies that are responsible for one or another aspect of its implementation. Since the statement is now public policy, she pointed out, committee members are free to discuss it and to urge its adoption upon management in their local areas.

Baltimore Program.--Miss McKelvey also described the working-out of a recruitment program in the Baltimore area, as representative of what is being done in many cities. The work is carried on through a voluntary committee, appointed by the local area manpower director and representative of all different groups in the community. It is the function of this committee to interest individual women and get them to come to the registration center. The goal that has been set for the Baltimore area is 1,000 women a week through the center to jobs, but the response of women in that area has been very slow, Miss McKelvey said. In the week of October 17, 405 visitors came to the center; 175 of these were referred to jobs and 66 to training; 70 confirmations of appointments were received. In the week of October 5, there were 961 visitors, 361 new registrants, 116 referrals to training, and 321 referrals to jobs.

Discussion of the Plan.--Various opinions as to reasons for the slowness of response to the recruitment program were suggested by committee members. Some of these opinions critized the particular approach that has been made, but did not repudiate the principle of voluntary recruitment as a policy. The type of approach has been psychologically wrong, it was said. Women are a class-conscious group, and the woman who has to work resents being prodded into action by the woman who does not have to work. Moreover, these voluntary workers are asking women to take jobs in which they are not volunteers, but paid workers. Perhaps the recruiting should be done by paid workers, it was suggested. Perhaps, too, the program has not reached out far enough into the labor surplus areas, to women who are begging for a chance to work. Certai

important related conditions would also have to be considered, it was believed. Women cannot be expected to volunteer for industrial service in large numbers, it was said, until daycare nurseries, laundries, community kitchens, and other essential services that will enable them to maintain their homes and care for their families have been established. These, some of the committee believed, will have to precede any far-reaching recruitment program.

Other opinions expressed by committee members swept aside the voluntary principle itself as basically weak and ineffectual. There is no time now for slow experimentation with voluntary service, these members said. Some type of compulsion--at least country-wide compulsory registration, in readiness for later needs--is justified by the emergency of the moment. The enactment of compulsory service legislation would bring home to the nation as nothing else would the seriousness of the present situation, it was said.

A sharp difference of opinion with this view was expressed by some committee members. Military and draft and conscription of labor for profit production, it was pointed out, are two different things. It was also argued that the time has not come for the conscription of human labor until industry has stripped itself down to production of vitally essential products and these products cannot be produced without conscription. When there is an over-all organization of industry in terms of essentiality and when all industry is integrated toward production for winning the war and not for business as usual, it was said, it will then be time to conscript workers.

The subject of compulsory national service that the discusssion had led into was agreed to be of such consequence that the committee decided to make it the entire agenda for the next meeting.

NATIONAL SERVICE LEGISLATION

REPORT OF THE MANAGEMENT AND LABOR SUBCOMMITTEE ON LEGISLATION

Mr. Harper outlined for the Women's Advisory Committee the background of thinking and action on possible National Service legislation, and summarized the conclusions recently submitted to the Management-Labor Policy Committee by its subcommittee that has been working with the staff of WMC on this special aspect of the manpower problem. In the opinion of the subcommittee, Mr. Harper said, no legislation at this time is necessary and no specific legislation should be supported. Aggressive action to put more vigor into the present voluntary program and to use indirect sanctions as a means of forcing compliance with WMC policies was recommended.

Four National Service bills have been introduced in the Senate, Mr. Harper said, none of which, in the opinion of the staff, have dealt adequately with the manpower problem.

CONSIDERATION INVOLVED IN NATIONAL SERVICE LEGISLATION

Mr. Gavit reviewed for the committee some of the questions that must be considered in determining what the National Service Act should be and how it should operate. The framework of operation, he said, must provide for registration of those who come within the act and must grant the power to assign persons to specific work or training, to require that they continue at this work or training, and to require that employers accept and continue such persons in work or training. It must assure the right of appeal for any person affected by the act and must establish boards of appeal. Provision must be made for traveling expenses and other expenses incidental to transfer for persons who are moved out of their own communities through the operation of the act. Authority to inspect plants and to require employers to give necessary information must be established.

Mr.Gavit also outlined the following specific problems that have been discussed as controversial points of policy in the Committee's consideration of National Service legislation:

Administration of the Act.--Whether the act should provide for over-all administration of the manpower problem, leaving the administrative officer or agency to be designated by the President, or whether it should specifically designate the person or agency that is to administer the provisions of the act.

Voluntary Cooperation.--Whether the act should state, as a policy or sense of Congress, that the President should use the voluntary cooperation of persons.

Women with Small Children.--Whether the policy in regard to women with small children should be left out of the act, to be dealt with by the President under rules and regulations, or whether the act should specifically exempt such persons, either completely or until the time when their services are absolutely necessary.

Transfer of Workers.--Whether the power to assign persons out of their home communities should be absolute, or whether the act should say that such transfer shall be made only if necessary.

Post-War Planning.--Whether a section on post-war planning should be included in the act, requiring the President to appoint a planning board to consider the solution of post-war problems that will arise out of an act of this character, particularly problems of reemployment.

Exemptions.--What exemptions must be stated in the act for persons over whom the U. S. Government has no jurisdiction, such as members of the diplomatic corps; whether exemptions should be extended to conscientious objectors, and what the nature of such exemptions should be.

Strikes, Closed Shop Agreements.--Whether the act should include any specific statement concerning the right to strike and closed shop agreements, or whether these matters should be worked out in the administration of the act.

Seniority and Reemployment Rights.--What provision should be made for seniority rights, which are property rights based on the worker's contract with the employer, and whether reemployment rights, which are not of the same nature legally, should be included in the act.

Utilization of Workers.--Whether the act should empower employers to utilize workers to their maximum skills and whether it should prohibit practices that prevent this maximum utilization.

Penalities.--Whether penalties for violation of the act should be stated, and what they should be.

Age Limits.--Whether there should be specified age limits, what they should be, and whether they should apply to women and men alike.

Training Workers for Other Employers.--Whether one employer should be required or permitted to train workers for another and what basis of compensation would be adopted in such a case.

Compensation for Losses.--What provision should be made for losses that may arise out of the administration of the act, such as losses to employees transferred to a job at lower pay or losses to employers whose returns are decreased by conditions of operation imposed by the act.

Safeguards.--Whether safeguards for persons coming under the act should be dealt with by rules and regulations of the President or should be stated in the act specifically, as restrictions upon the powers of the President.

Provision should be made, either specifically in the act or by rules and regulations of the President, Mr. Gavit pointed out, to protect employers against financial loss arising from unreasonable action in the administration of the act. With employees, the following questions of protection arise: Should they be safeguarded only to the extent of giving them prevailing working conditions, or should the act provide that they may not be assigned where wages or other terms of employment are unreasonable or unfair? Should they be protected against loss of income? Should the act protect a worker against assignment out of a State with more favorable unemployment and compensation laws into a State with less favorable laws? Should the worker be protected as to collective bargaining rights? Should reemployment rights, the right to strike, and the closed shop be covered by safeguards in the act?

EXECUTIVE SESSION

MOTIONS ON COMMITTEE PROCEDURE

It was moved and seconded that: (1) A majority of the committee, if representative of labor, management, and the public, shall constitute a quorum; (2) Lacking a quorum, the members assembled shall proceed with a consideration of recommendations on the agenda prepared. Any action taken shall be submitted to absent members for consideration, however, before it is submitted to the proper agency for action; (3) For the present, no alternates will be appointed; and (4) The meetings of the committee will be closed to everyone except members of the staff who have a specific interest in the subject under discussion and to other persons specifically invited by the Chairman. A continuing invitation is extended to Miss Mary Anderson to attend the meetings of the committee.

RESOLUTIONS

The following resolutions were passed: (1) A resolution endorsing in its entirety the Management-Labor Policy Committee's resolution that restrictions now hampering the U. S. Employment Service in performing its vital war functions should be removed; and (2) A resolution requesting the removal of Senate confirmation requirements on War Manpower Commission appointments.

RECOMMENDATION

A recommendation to the Chairman of the War Manpower Commission was moved and seconded, urging necessary action to assure additional Federal funds—both presently available funds and funds to be allowed—for Federal programs of total community services made necessary by the recruitment of women in industry.

APPOINTMENT

The following members were appointed as a subcommittee to consider the public relations aspect of the whole woman problem: Mrs. Edwards, Mrs. Gould, Miss Bloodworth, and Mrs. Bellanca.

NEXT MEETING

The next meeting of the committee was set for December 2-3.

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PRIORITY CONFIDENTIAL

CHILDREN'S BUREAU
NOV 14 1942
DEPARTMENT OF LABOR

TENTATIVE DRAFT - NOVEMBER 12, 1942

POLICY ON EMPLOYMENT OF YOUTH UNDER 18 YEARS OF AGE

The necessary expansion of our military and industrial personnel requires maximum utilization of all available and potential sources of labor. These potential sources include youth between the ages of 14 and 18 years whose services would not be immediately required in normal times. If employed, however, it should be only under conditions which adequately safeguard their physical and intellectual development.

The first responsibility and obligation of youth even in war time is to take full advantage of their educational opportunities in order to prepare themselves for war and post-war services and for the duties of citizenship. It is essential that young people complete their education. Those with special aptitudes and capacity for further training should continue their education in order to develop their maximum abilities applicable to war and post-war needs.

In most cases youth under 18 can best contribute to the war program by continuing in school and, when their services are required, accepting vacation and part-time employment. However, it is recognized that the demands of the war period will increase the number who in normal times leave school to enter full-time employment before reaching 18. In any case, all forms of employment of such youth, including employment in agriculture, must be specially safeguarded. Their services must be used in such ways as to bring about their maximum contribution to manpower needs consistent with

the protection of their health and welfare and the fullest utilization and development of their aptitudes, abilities, and interests. The achievement of those objectives requires the active cooperation of young people, their parents, Government agencies, educational authorities, management and labor.

To promote proper utilization of the labor resources of youth with due regard to the welfare of youth and the future needs of the Nation, the War Manpower Commission hereby declares as basic National policy that:

1. School attendence laws and child-labor standards embodied in State and Federal laws be preserved and enforced, and the minimum standards hereinafter listed not be construed to warrant any relaxation of these laws or lowering of the standards embodied in them;

2. No one under 14 years of age be employed full-time or part-time as a part of the hired labor force;

3. Youth under 18 years of age be employed only:

   a. after evidence of age, ~~in conformity with State and~~ in such form as provided under Federal laws is obtained by the employer;

   b. in work suited to their age and strength, avoiding especially occupations that are hazardous or detrimental to health or welfare;

   c. where provision is made for adequate meal and rest periods or time, and facilities therefore; adequate sanitary facilities; and safeguards for health and safety;

d. for periods suited to their age and strength, and in no case for more than 8 hours a day or 6 consecutive days except as deviations may be necessary for work as a regular farm-hand;

e. during hours of day not detrimental to their health and welfare; and

f. at wages paid adult workers for similar job performance;

4. Youth aged 14 or 15 be employed only when, in addition to the foregoing conditions:

a. qualified older workers are not available; and

b. the employment is not in manufacturing or mining occupations;

5. In-school youth be employed only to the extent that the combined school and work activities involve no undue strain, and that combined school and work hours, at least for youth under 16, not exceed 8 a day;

6. In-school youth not be employed during normal school hours unless the Area or Regional Manpower Director has determined that temporary labor needs of an emergency character cannot be met by full use of other available sources of labor, in which case school programs should be adjusted under plans that:

a. provide for the educational progress of those who take employment;

b. avoid interference with the school attendence of those who do not take employment; and

c. avoid the closing of any school or grades therein, except to the extent that the hours, terms or curricula are readjusted to preclude the curtailment of educational opportunities;

7. When war-time emergency cooperative arrangements have been entered into with school authorities for the part-time employment of in-school youth as a part of the school program, the employer be responsible for certifying to the school authorities that such employment will be in conformity with State and Federal laws governing the employment of minors and with the standards contained in Section 3 to 7 above, and the school authorities be responsible for permitting school children to take only those jobs that will contribute definitely to their educational welfare and useful work experience;

8. When it is necessary to transport young people to and from work, safe and adequate means of transportation be provided, and the period of work and transportation not exceed 10 hours a day;

9. Where youth under 18 years of age are recruited in groups for agricultural work requiring them to live away from home, prior to placement, assurances be furnished by appropriate community or other agencies that suitable living conditions, sanitary facilities, health protection, supervision, and leisure-time activities will be provided; and in no case youth aged 14 or 15 be recruited for work requiring them to live away from home except where such work is in connection with programs conducted by recognized youth-serving agencies that provide close supervision;

10. ~~any~~ youth interested in work in another locality not leave ~~their~~ his own community in search of work without first;

a. registering for employment at the nearest local office of the United States Employment Service;

b. presenting evidence of parental consent; and

c. being referred by such office to a specific job opening where he can be lawfully employed.

ADVANCE RELEASE

Would Mrs. Schafer or Mrs Nyswander Please obtain copies of this release for members of the WB staff. We have vital need of it, M.S.P.

, 1942

PM-4044

Policy on Recruitment of women as passed by the Women's Advisory Committee, Management - Labor Policy Committee, and the War Manpower Commission

J. Gaskar

(Secy. to the Women's Adv. Com.) M. Russell

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U. S. DEPARTMENT OF LABOR

WOMEN'S BUREAU

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Return to Miss Anderson

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ADVANCE RELEASE

Would Mrs. Schafer & Mrs Nye & Vandenberg. Please obtain copies of this release for members of the WB staff. The Lair vital need of it. M.E.P.

ADVANCE RELEASE: FOR MONDAY MORNING PAPERS, OCTOBER 19, 1942

OFFICE OF WAR INFORMATION
WAR MANPOWER COMMISSION

PM-4044

Acting on the recommendation of the Women's Advisory Committee, Chairman Paul V. McNutt of the War Manpower Commission today issued a statement of policy calling for intensified recruitment and training of women workers on a voluntary basis in all phases of war production and essential civilian activities.

The policy, which lays down basic national standards for the induction of women into the labor market, was approved by the Commission and also by its National Management-Labor Policy Committee.

Salient points in the statement are that management and labor organizations should remove all barriers against the employment of women in any occupations for which they are or can be fitted, and that women be admitted on a basis of equality with men to all forms of training. Due regard is to be given however, to the individual's qualifications for work, the physical requirements of occupations, and to working conditions. Included are on-the-job training in plants, and upgrading, with free access to foremen's, supervisory, and technical jobs.

Employers are asked to analyze all jobs in their plants, at once, to determine which can be filled by women and to prepare for employing the largest possible number.

Mr. McNutt said that plans for implementing the policy now are underway. The Regional Manpower Directors and the 10 newly appointed area directors are being instructed to give immediate attention to the program in areas of labor shortage. Special local womanpower campaigns, such as those recently undertaken in Detroit and Baltimore under Manpower Commission auspices, are being studied carefully, he said, to determine the best methods for recruiting new women workers and employing them successfully.

Pointing out that the need for women workers varies greatly from one community to another, with the demand concentrated in areas of labor scarcity, Mr. McNutt emphasized that womanpower programs must be planned carefully on a local basis to meet local needs. In this connection, the policy statement recommends that all-out recruiting of women should be undertaken in any locality only upon advice from the War Manpower Commission that a labor shortage exists or is immiment in the locality, and that additional women workers are required. Under those circumstances, the recommendation is that "all women able to accept employment register for employment or training with the nearest local office of the United States Employment Service."

Every effort is to be made, the policy states, to recruit and refer women, including older women, for jobs and training on the basis of their qualifications for an occupation, without discrimination because of race, national origin, or creed. Women are warned, however, not to leave their home communities to look for work or training elsewhere without first registering at their nearest U. S. Employment Office and finding out whether jobs or training are available in other localities.

(OVER)

With regard to wage rates for women, the policy recommends the principle of equal pay for equal work, stating that wage rates "be determined on the basis of the work performed, irrespective of sex." It also recommends appropriate safeguards regarding hours of work for women, adequate meal and rest periods and facilities for medical care, health and safety. One day of rest in seven, an 8 hour shift and a maximum 48 hour week, except in case of emergency, are considered necessary to maximum production efficiency.

Employment of women with young children is not recommended until full use has been made of all other sources of local labor supply. Where this is necessary, either because of intense labor shortage or because the individual finds it necessary to work, the policy recommends that adequate community child-care programs be set up and that the work shift be adjusted so as to cause the least possible disruption of family life.

The full text of the Policy on Recruiting, Training and Employment of Women Workers is attached.

WAR MANPOWER COMMISSION

Policy on Recruitment, Training and Employment of Women Workers

The increase in our armed forces and the expansion of the war production program necessitate the maximum utilization of our labor resources. The present number of gainfully employed workers, both men and women, is inadequate to fill even the immediate requirements of the war production program. In many areas the lack of adequate housing and transportation facilities compels full use of the local labor supply. These considerations require that substantially increased numbers of women be employed in gainful occupations in war production and essential civilian employment, especially in areas of labor scarcity. The recruitment and training of women workers must be greatly expanded and intensified. In carrying out this program for the utilization of women workers, normal family life should be preserved and maintained to the maximum extent consistent with all-out production. The active cooperation of Government agencies, educational institutions, management, labor, and women able to accept employment is essential.

To promote the rapid and orderly induction of women into the labor market and to insure their subsequent employment and training opportunities, the War Manpower Commission hereby declares as basic national policies for the recruitment, referral, training and employment of women that:

1. Recruitment and Referral of Women Workers

(a) Qualified women who are unemployed and who are registered in local offices of the United States Employment Service be referred to employment and training opportunities on a basis of equality with men, due regard being to their qualifications for the available work, to the physical requirements of the occupations, and to working conditions;

(b) Women without children under 14 years of age be actively recruited for employment and training, but this principle shall not be construed to mean that women who are responsible for the care of young children and who desire work are to be deprived of an opportunity for training or employment;

(c) Special efforts to secure the employment of women with young children be deferred until all other sources of local labor supply have been exhausted, in order that established family life will not be unnecessarily disrupted;

(d) In those areas in which industrial concentration and lack of housing, transportation, and other community facilities compels the fullest utilization of every labor resource in the locality, every effort be made to utilize fully, women qualified and able to contribute to war production or essential civilian employment before workers are recruited from outside the locality;

(e) Adequate facilities be provided for the care of the children of working mothers, which facilities should be developed as approved community projects and not under the auspices of individual employers or employer groups;

(f) Every effort be made to recruit and refer women, including older women, for employment or training on the basis of their qualification for an occupation without discrimination because of race, national origin or creed.

II. Training of Women Workers

(a) Where pre-employment training is desirable and employment opportunities are or will be available, women be referred to war production pre-employment training courses conducted by public vocational schools on a basis of equality with men; that is, on the basis of their qualification for the occupation in which training is offered, due consideration being given to the physical requirements of the occupation;

(b) Women be admitted on a basis of equality with men to enrollment in the Engineering, Science, and Management War Training Program conducted by colleges, universities, and technical schools in cooperation with the United States Office of Education;

(c) Women workers now employed be encouraged to enroll in supplementary war training courses conducted by public vocational schools, in order that a greater number of women may prepare themselves for additional responsibilities and for upgrading within the plant;

(d) Women participate equally with men in plant training programs. Such programs should include adequate induction training, on-the-job training, upgrading, training for women foremen and supervisors, and technical training.

III. Employment of Women Workers

(a) Management and labor organizations remove all barriers to the employment of women in any occupation for which they are or can be fitted;

(OVER)

(b) Every method available be utilized to assure that women workers be completely accepted as a part of the Nation's manpower needed for all-out production;

(c) In order to provide a basis for efficient selection of women for training and job assignment and to increase the number of women employed, management immediately analyze all occupations within the plant from the unskilled to the technical levels; determine the types of work that women could do; take steps to prepare the plant for the maximum employment of women; consult with its supervisory staff and representatives of its employees' labor organizations in order to promote acceptance of women as co-workers and to help new women employees adjust to their working environment; and periodically review practices and policies and make such additional adjustments as are necessary to obtain full utilization of women;

(d) Wage rates, including the entrance rate, be determined for all workers on the basis of the work performed, irrespective of sex;

(e) The following basic principles whether or not incorporated in State laws and regulations be applied and preserved in order to promote maximum production efficiency and to safeguard the health and welfare of women workers:

(1) One day of rest in seven;

(2) An 8-hour shift and a maximum 48-hour week, except to the extent that temporary exemptions under adequate safeguards are necessary to meet emergencies;

(3) Adequate meal and rest periods or time, and proper facilities therefor; adequate medical care and other safeguards for health and safety;

(f) Every reasonable effort be made to adjust assignments to shifts of women with young children, in such manner as will cause the least disruption in their family life.

IV. Women Able to Accept Employment

(a) Upon advice from a representative of the War Manpower Commission that additional women workers are required in their locality because of existing or imminent labor shortages, all women able to accept employment register for employment or training with the nearest local office of the United States Employment Service;

(b) Women interested in work outside their locality not leave their own community in search of work or training in another community without first

(1) registering for employment at the nearest local office of the United States Employment Service; and

(2) securing advice from such office that such work or training is available.

War Manpower

COPY

Office for Emergency Management

WAR MANPOWER COMMISSION

Washington, D.C.

October 22, 1942

Miss Mary Anderson
Chief, Women's Bureau
Department of Labor
14th Street and Constitution Ave. N. W.
Washington, D. C.

Dear Miss Anderson:

This letter will serve to confirm conversations between members of my staff and Miss Nienburg with regard to funds being requested by the Women's Bureau for two research projects.

Our staff is of the opinion that the information, methods, and procedures developed by these two projects should be valuable to the operating staff of the War Manpower Commission.

It is understood that these projects are to be research projects and in no way overlap with the day-to-day operations of recruiting, placement, and training of workers. It is further understood that before these projects are initiated, the plans for conducting these studies will be worked out with the staff of the War Manpower Commission and will be initiated only after joint approval.

Sincerely yours,

(Signed) Frank J. McSherry

(Brigadier-General, A.U.S.)
Director of Operations

Files
Manpower
Defense

OFFICE FOR EMERGENCY MANAGEMENT

WAR MANPOWER COMMISSION

WASHINGTON, D. C.

Chairman
PAUL V. McNUTT
FEDERAL SECURITY ADMINISTRATOR

October 21, 1942

sent to each division

Mrs. R. F. Nyswander,
Women's Bureau,
U. S. Department of Labor--Room 1320,
Washington, D. C.

Dear Mrs. Nyswander:

Enclosed are a dozen copies of a statement you requested of Mr. Thomas F. Moran, summarizing the current functions and activities of the Apprentice and Training Service of the War Manpower Commission.

The article has been prepared for distribution to organizations such as you indicated in your request and as basic material for the preparation of news releases.

If the information contained in the release is not sufficient for your needs, please call upon us and we will be glad to supply additional information.

Very truly yours,

Gino J. Sini

Gino J. Sini,
Information Representative,
Apprentice and Training Service,
Room 4737-New Social Security Bldg.,
Washington, D. C.

Enc.
GJS:ail



WAR MANPOWER COMMISSION
Apprentice and Training Service

APPRENTICE AND TRAINING SERVICE OF WAR MANPOWER COMMISSION PROMOTES TRAINING OF WAR PRODUCTION WORKERS ON THE JOB

The Apprentice and Training Service is one of the operating agencies of the War Manpower Commission.

Until it was transferred to the War Manpower Commission by Executive Order in April, 1942, the Apprentice and Training Service was part of the U. S. Department of Labor, established by an Act of Congress several years ago to promote the training of apprentices according to standards of training recommended by the Federal Committee on Apprenticeship.

Though primarily established to promote apprenticeship, for the duration of the war the Service is assisting in handling other phases of labor training vital to the war effort.

To understand clearly the functions of training agencies operating under the supervision and direction of the War Manpower Commission, it must first be realized that the training of all workers falls into two major categories:

1. Training "on-the-job" of employed workers who contributs to production while they are increasing their skills;

2. Training "off the job" in class rooms and vocational education shops.

Currently, the particular functions of the Apprentice and Training Service is to render assistance to war plants in:

1. Establishing or improving arrangements for training apprentices in plants and shops where apprentice-trained craftsmen are indispensable;

2. Helping war establishments setup short term training programs geared directly into their production machinery. This task may involve setting up a system of upgrading which trains a worker at one production level for advancement to the next more difficult job, and for the re-training of workers shifted from one type of plant or production to another;

3. Assisting in clearing up seniority, wages, ratio, hours of work, and similar problems arising out of efforts to set up training programs which would meet the exigencies of war production;

4. In addition, the Service assists in obtaining interpretation of Federal and State labor laws, in rewriting training clauses of bargaining agreements, and performs other similar services.

These services are provided without cost to industries and other groups.

The field staff of the Apprentice and Training Service consists of more than 160 field men experienced in training apprentices and other workers under production conditions. These men operate out of some 70 field offices, setup into twelve regions, located at key points through the 48 states.

The activities and functions of the Service are coordinated with those of other War Manpower Commission agencies.

Statistics reveal that there are at present nearly 2,000 approved apprentice training programs in effect, an increase of almost 900 during the past twelve months. Some 1,100 of these programs are designed to fill the specific needs of single plants. The remainder cover the training of apprentices in one craft over a geographic area such as a city or county.

The work of formulating sound apprenticeship or shorter forms of training is greatly facilitated by standards of apprenticeship and "advancing workers" training recommended by the Federal Committee on Apprenticeship, a management-labor committee which has been advising the Federal Government on apprenticeship and in-plant training matters for a number of years.

##

eil

COPY

Manpower
Defense

Office for Emergency Management

WAR MANPOWER COMMISSION

Washington, D.C.

October 22, 1942

Miss Mary Anderson
Chief, Women's Bureau
Department of Labor
14th Street and Constitution Ave. N. W.
Washington, D. C.

Dear Miss Anderson:

This letter will serve to confirm conversations between members of my staff and Miss Nienburg with regard to funds being requested by the Women's Bureau for two research projects.

Our staff is of the opinion that the information, methods, and procedures developed by these two projects should be valuable to the operating staff of the War Manpower Commission.

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Sincerely yours,

(Signed) Frank J. McSherry

(Brigadier-General, A.U.S.)
Director of Operations

original letter given to Major Frost of the Budget Bureau
DHS
10/23/42

Mrs. Schafer - + then to Files
Manpower

OFFICE FOR EMERGENCY MANAGEMENT

WAR MANPOWER COMMISSION

WASHINGTON, D. C.

Chairman
PAUL V. McNUTT
FEDERAL SECURITY ADMINISTRATOR

October 22, 1942

Recd 10/23

Mrs. Rachael Nyswander
Information Division
Women's Bureau, Department of Labor
Washington, D. C.

Dear Mrs. Nyswander:

The material you sent me was exactly what I wanted and I am very grateful for it. I should like very much to have a set for my files. The ones you sent me are being forwarded to a national woman's magazine which is planning a whole series on womanpower in the war effort.

If you can send me another set, I shall appreciate it greatly.

Yours very sincerely,

Guy Pearce Jones

Guy Pearce Jones
Magazine Section
Information Division

Sent 10/23/42
Sp 1 to 8 fraternity war hrs MT MS speech listed p 28



Files
Manpower

OFFICE FOR EMERGENCY MANAGEMENT

WAR MANPOWER COMMISSION

WASHINGTON, D. C.

Chairman
PAUL V. McNUTT
FEDERAL SECURITY ADMINISTRATOR

October 21, 1942

Miss Mary Anderson
Chief, Women's Bureau
Department of Labor
Washington, D. C.

Dear Miss Anderson:

The staff of the War Manpower Commission is preparing a Policy Statement on the Employment of Children for presentation to the Commission in the near future. An interdepartmental conference to discuss possible revision of the statement will be held at 10:00 A.M. Saturday, October 24, in Room 5545 of the New Social Security Building.

I hope that you or someone designated by you will be able to attend.

Please notify my office (extension 2278) who will represent your agency, and I shall see that you, or your representative, receive a copy of the proposed policy statement not later than Friday morning.

Sincerely yours,

William Haber

William Haber
Director
Planning Division



War Manpower Comm.

October 13, 1942

Mr. Alexander, Chief
Minorities Group Section
War Manpower Commission
Washington, D. C.

Letter from: Mrs. May A. Webb
546 West Broadway
New York City, N. Y.

Mrs. Webb wants to know when the ban will be lifted for British people regarding work on defense jobs.

Mary Anderson

File Manpower

October 27, 1942

Dr. Robert C. Weaver
Negro War Manpower Service
War Manpower Commission
Washington, D.C.

letter from: Mrs. C. Lee Anderson
3027 Vernon Ave.
Chicago, Illinois

relative to employment.

Statement pertaining to nephew has been referred to the War Department for its attention.

Comment

Manpower

OFFICE FOR EMERGENCY MANAGEMENT

WAR MANPOWER COMMISSION

WASHINGTON, D. C.

Chairman
PAUL V. McNUTT
FEDERAL SECURITY ADMINISTRATOR

WOMEN'S BUREAU
NOV 2 1942
DEPARTMENT OF LABOR

1355 Market Street
San Francisco, California
October 29, 1942

Miss Mary Anderson, Director
Women's Bureau
U. S. Department of Labor
Washington, D. C.

Dear Miss Anderson:

Thank you for your letter of October 21, and for the extensive file of publications of the Women's Bureau. This material will be of real value to me.

Very truly yours,

Stanley V. White

Stanley V. White
Area Director



Manpower

OFFICE FOR EMERGENCY MANAGEMENT

WAR MANPOWER COMMISSION

WASHINGTON, D. C.

72

Chairman
PAUL V. McNUTT
FEDERAL SECURITY ADMINISTRATOR

October 22, 1942

Miss Mary Anderson
Chief, Women's Bureau
Department of Labor
14th Street and Constitution Avenue, N.W.
Washington, D. C.

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Sincerely yours,

Frank J. McSherry

Frank J. McSherry
(Brigadier-General, A.U.S.)
Director of Operations



Files
War Manpower

October 21, 1942.

Mr. Stanley V. White, Area Director,
War Manpower Commission,
1355 Market Street,
San Francisco, California.

Dear Mr. White,

We have your letter of October fourteenth, and I am very glad to send you various bulletins, pamphlets, and press releases the Women's Bureau has issued on women in war industries. We are listing you to receive our bulletins as well as other information published in the future.

Our periodical, The Woman Worker, has been suspended, and current information on women workers will appear in the Labor Information Bulletin, a monthly periodical of the Department of Labor. The August issue is enclosed. You already receive this, perhaps, but if not we shall be glad to put your name on the mailing list.

Sincerely yours,

Mary Anderson, Director.

RN
LL
Encl.

OFFICE FOR EMERGENCY MANAGEMENT

WAR MANPOWER COMMISSION

WASHINGTON, D. C.

Chairman
PAUL V. McNUTT
FEDERAL SECURITY ADMINISTRATOR



1355 Market Street
San Francisco, California
October 14, 1942

Miss Mary Anderson, Director
Women's Bureau
United States Department of Labor
Washington, D. C.

Dear Miss Anderson:

On October 1 I was appointed director of the northern California area of the War Manpower Commission. I am attempting to gather government documents which will assist me in handling the many problems within my purview. Therefore, I am writing to ask whether you would place my name on the mailing list for regular receipt of The Woman Worker, and for the special defense bulletins which the Women's Bureau is issuing relative to women in war industries. I should like to have a complete back file of these bulletins, if they are still available.

Thank you for your cooperation.

Very truly yours,

Stanley V. White

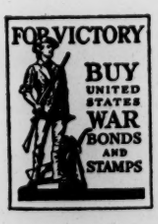
Stanley V. White
Area Director

Please return
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Enclosed
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Exemptions from State hour laws
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name + address
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✓ Cards (p. 3 & 2)

wmc

10/14/42

WAR MANPOWER COMMISSION

Policy on Recruitment, Training and Employment of Women Workers

The increase in our armed forces and the expansion of the war production program necessitate the maximum utilization of our labor resources. The present number of gainfully employed workers, both men and women, is inadequate to fill even the immediate requirements of the war production program. In many areas the lack of adequate housing and transportation facilities compels full use of the local labor supply. These considerations require that substantially increased numbers of women be employed in gainful occupations in war production and essential civilian employment, especially in areas of labor scarcity. The recruitment and training of women workers must be greatly expanded and intensified. In carrying out this program for the utilization of women workers, normal family life should be preserved and maintained to the maximum extent consistent with all-out production. The active cooperation of Government agencies, educational institutions, management, labor, and women able to accept employment is essential.

To promote the rapid and orderly induction of women into the labor market and to insure their subsequent employment and training opportunities, the War Manpower Commission hereby declares as basic national policies for the recruitment, referral, training and employment of women that:

I. Recruitment and Referral of Women Workers

(a) Qualified women who are unemployed and who are registered in local offices of the United States Employment Service be referred to employment and training opportunities on a basis of equality with men, due regard being given to qualifications for the available work, to the physical requirements of the occupations, and to working conditions;

(b) Women without children under 14 years of age be actively recruited for employment and training, but this principle shall not be construed to mean that women with young children who desire work should be deprived of an opportunity for training or employment;

(c) Special efforts to secure the employment of women with young children be deferred until full use has been made of all other sources of local labor supply, in order that established family life may not be unnecessarily disrupted;

(d) In those areas in which industrial concentration and lack of housing, transportation, and other community facilities compels the fullest utilization of every resource in the locality, every effort be made to utilize fully women qualified and able to contribute to war production or essential civilian employment before workers are recruited from outside the locality;

(e) Adequate facilities be provided for the care of the children of working mothers, which facilities should be developed as approved community projects and not under the auspices of individual employers or employer groups;

(f) Every effort be made to recruit and refer women, including older women, for employment or training on the basis of qualification for an occupation without discrimination because of race, national origin, or creed.

II. Training of Women Workers

(a) Where pre-employment training is desirable and employment opportunities are or will be available, women be referred to war production pre-employment training courses conducted by public vocational schools on a basis of equality with men; that is, on the basis of their qualification for the occupation in which training is offered, with due consideration to the physical requirements of the occupation;

(b) Women be admitted on a basis of equality with men to enrollment in the Engineering, Science, and Management War Training Program conducted by colleges, universities, and technical schools in cooperation with the United States Office of Education;

(c) Women workers now employed be encouraged to enroll in supplementary war training courses conducted by the public vocational schools in order that a greater number of women may prepare themselves for additional responsibilities and for upgrading within the plant;

(d) Women participate equally with men in plant training programs. Such programs should include adequate induction training, on-the-job training, upgrading, training for women foremen and supervisors, and technical training.

III. Employment of Women Workers

(a) Management and labor organizations remove all barriers against the employment of women in any occupation for which they are or can be fitted;

(b) Every method available be utilized to the end that women workers be completely accepted as a part of the Nation's manpower needed for all-out production;

(c) In order to provide a basis for efficient selection of women for training and job assignment and to increase the number of women employed, management immediately analyze all occupations within the plant from the unskilled to the technical levels; determine the types of work that women could do; take steps to prepare the plant for the maximum employment of women; consult with its supervisory staff and representatives of its employees' labor organizations in order to promote acceptance of women as co-workers and to help new women employees adjust to their working enviornment; and periodically review practices and policies and make such additional adjustments as are necessary to obtain full utilization of women;

(d) Equal wage rates, including the entrance rate, be determined on the basis of the work performed, irrespective of sex;

(e) The following basic principles whether incorporated in State laws and regulations or otherwise recognized, be applied and preserved in order to promote maximum production efficiency and to safeguard the health and welfare of women workers.

(1) One day of rest in seven;
(2) An 8-hour shift, a maximum 48-hour week, except to the extent temporary exemptions under adequate safeguards are necessary to meet emergencies;
(3) Adequate meal and rest periods or time and facilities, medical care and other safeguards for health and safety;

(f) Where women with young children are employed, everyreasonable effort be made to adjust assignments to shifts so as to cause the least possible disruption in their family life.

IV.

(a) Upon advice from a representative of the War Manpower Commission that additional women workers are required in their locality because of existing or imminent labor shortages, all women able to accept employment register for employment or training with the nearest local office of the United States Employment Service;

(b) Women interested in work outside their locality not leave one community in search of work or training in another community without

(1) registering for employment at the nearest local office of the United States Employment Service; and

(2) securing advice from such office that such work or training is available.

11/2/42

WOMEN'S ADVISORY COMMITTEE

WOMEN'S BUREAU
NOV 20 1942
DEPARTMENT OF LABOR

RESOLUTION WITH REGARD TO REMOVAL OF RESTRICTIONS ON OPERATING EFFECTIVENESS OF THE UNITED STATES EMPLOYMENT SERVICE

WHEREAS, the execution of the War Manpower Commission's policies and programs for recruitment and placement of manpower for the effective prosecution of the war must be carried on by the United States Employment Service and the effectiveness of such policies and programs is necessarily dependent upon the ability of the United States Employment Service to discharge these functions; and

WHEREAS, the United States Employment Service is at present seriously handicapped in the performance of these duties by the restrictive provisions of the Labor-Federal Security Appropriation Act of 1943 and by the inadequacy of its present budget to provide for the proper performance of its increased responsibilities; and

WHEREAS, Congress in passing the Second Supplemental National Defense Appropriation Act, 1943 on October 20, 1942, did not appropriate fully the funds requested for the adequate operation of the United States Employment Service, or remove the restraints under which United States Employment Service funds can be expended for salaries to persons engaged in employment service duties in any position within any local or field or State office; and

WHEREAS, events of the past month have further demonstrated the need for remedial action; and

WHEREAS, the Management-Labor Policy Committee on September 24, 1942, prior to the passage of the Second Supplemental National Defense Appropriation Act, 1943, adopted a resolution calling for removal of restrictions on the operating effectiveness of the United States Employment Service, which resolution contains a statement of facts the following portions of which should be particularly emphasized:

"I. SHORTAGE OF FUNDS:

The USES is now operating with a budget grossly inadequate to its present responsibilities; its current budget is wholly inadequate to permit it to perform the additional responsibilities it must of necessity carry in manning the war production program. Already in the third month of this fiscal year, it has been necessary to reduce the number of local offices serving workers and employers, to dismiss part of the Employment Service personnel, and to restrict the scope of its operations. This has happened in the face of circumstances which have not only increased the volume of business handled by local Employment Service Offices but which have also multiplied the diversity of activities which these offices must carry on in order to sustain and further the war effort.

2. PROVISIONS IN THE APPROPRIATION ACT:

The Labor-Federal Security Appropriation Act of 1943 passed by Congress on July 2, 1942, contains certain restrictive provisions which have seriously undermined the administration of the USES and have rendered ineffective the national pooling of these offices. The Act forbids the USES, and thus the WMC, from adjusting the salaries of personnel taken over from the State services so as to raise them and bring them in line with salaries paid by other Federal agencies. This has resulted in an abnormal turnover in personnel leaving to accept jobs in other Federal agencies and in private industry; from April 1 to June 30 of this year approximately 3,000 out of a total of 21,000 employees have left the Employment Service. Thus the Employment Service Staff has been weakened at a very crucial time. It is vitally essential that the Employment Service retain its trained personnel at a time when all the experience and resources possible should be available to cope with new problems of labor market control.

* * *

The evidence is clear that a dangerous demoralization of Employment Service personnel has taken place, largely as a result of the restrictive provisions of the Appropriation Act. While local Employment Service office employees are nominally Federal employees, working longer hours than State employees, having pay roll deductions for Federal retirement benefits, and carrying increased Federal responsibilities, they continue to work at lower State salary levels—stenographers working in many offices receive only $900 a year; they may transfer to any other Federal agency in the same city at $1,440 or even $1,620 a year.

REMEDIAL STEPS:

In order to remove the virtually impossible operating conditions brought about by the paradox of reduced funds for an essential war agency, which is carrying an enormously increased load of work, the Women's Advisory Committee of the War Manpower Commission urges that:

1. Sufficient additional funds to permit the proper functioning of the USES be immediately provided by the Congress of the United States.

2. The restrictive provisions of the 1943 Appropriation Act be removed so that the USES can retain its present experienced staff and build up its staff with qualified people equal to the task of developing program and carrying on operations essential to the mobilization and full utilization of the manpower of this country for war purposes on a national basis."

NOW THEREFORE, BE IT RESOLVED: That the Women's Advisory Committee hereby endorse the Management-Labor Policy Committee resolution of September 24, 1942, with regard to removal of restrictions on the operating effectiveness of the United States Employment Service, and respectfully urges that the Chairman of the War Manpower Commission continue his efforts to secure sufficient funds to provide for the adequate operation of the United States Employment Service, and to secure amendment of the Labor-Federal Security Appropriation Act of 1943 removing the restrictions in that Act which prevent effective operation of the United States Employment Service.

11/2/42

Women's Advisory Committee

RECOMMENDATIONS WITH REGARD TO DEVELOPMENT OF COMMUNITY SERVICES MADE NECESSARY BY THE INCREASED EMPLOYMENT OF MARRIED WOMEN.

In congested war production areas the employment of married women is becoming increasingly necessary due to the shortage of housing and community facilities which prevent the in-migration of additional workers into these areas. Women who in the past have had a full-time job caring for their homes and families are being called upon to perform their usual household duties and, in addition, to work full time outside the home. War time restrictions on transportation, longer working hours and overtime work, night work, the prevalent rotating shift system in American industry, and many other factors serve to increase the problems of home making. These problems are particularly burdensome to married women workers. The increased responsibility which married women workers are called upon to assume cannot continue long without serious effects on their health and that of their families.

Federal plans and programs are already under way and funds are available for the development of community facilities. However, these programs have been directed primarily to the development of child care, social protection, and provisions for medical care, nutrition, recreation and school facilities and services. In addition to these programs, it is of the utmost importance that there be established community facilities for performing many of the routine household duties of women workers. These facilities and services should include community kitchens, low-cost restaurants, public or private laundries where women workers can send their work to be done at reasonable cost, and other similar services.

Although the actual operation of all such programs must be done at the local community level, planning and coordination of such programs is primarily the responsibility of the Federal government because of the inability of local governments to discharge these functions on the scale required for the successful prosecution of the war.

The Women's Advisory Committee makes the following recommendations for development of community services made necessary by the increased employment of married women:

1. That the Chairman of the War Manpower Commission take the necessary action to insure that existing Federal programs in the field of health and welfare be adapted to meet the needs of industrial workers, particularly those of married women workers;
2. That additional Federal programs be planned and put into effect in those fields of community services for which a need has arisen through the greatly increased employment of married women;
3. That Federal funds which are presently available be used to the fullest extent possible to provide for these needs; and
4. That additional Federal personnel be provided to assist and give direction to the local communities in developing community projects to meet the needs of women workers.

11/2/42

WOMEN'S ADVISORY COMMITTEE

RESOLUTION ON REMOVAL OF SENATE CONFIRMATION REQUIREMENTS FROM APPROPRIATIONS FOR THE WAR MANPOWER COMMISSION

WHEREAS, the recent supplemental appropriation for the War Manpower Commission contained in the Second Supplemental National Defense Appropriation Act, 1943 passed by Congress on October 20, 1942 contains a restriction on the employment of personnel for the War Manpower Commission by requiring Senate confirmation of appointments to all positions in the War Manpower Commission paying $4500 per annum or more; and

WHEREAS, it is the judgment of this Committee that the requirement of Senate confirmation will have the effect of impeding the recruitment of qualified personnel for responsible positions in the War Manpower Commission;

NOW THEREFORE, BE IT RESOLVED: That the Women's Advisory Committee respectfully urges that the Chairman of the War Manpower Commission undertake to secure amendment of the Second Supplemental National Defense Appropriations Act, 1943, removing the provisions in that Act for Senate confirmation of appointments to positions in the War Manpower Commission; and

FURTHER, BE IT RESOLVED: That the Chairman of the War Manpower Commission transmit this resolution to the Management-Labor Policy Committee in order that it may be advised of the action of this Committee.

Manpower

November 9,1942

Manpower Commission
Social Security Bldg.
Washington, D. C.

Letter from: Mrs. Royal Daniel Jr.
5707 Lynne Haven Road
Pittsburgh, Pan.

Mrs. Daniel desires information regarding authority over labor supply and allocation of manpower.

Manpower
Selective

November 5, 1942

Fair Employment Practices Comm.
Washington, D.C.
and War Manpower Commission
Washington, D.C.

inquiry from: Mrs. Walter Vincent
4 Van St.
Rochester, N.Y.

"Applied for a job at the National Postal Meter Co., of this city, a defense factory. The application seemed to be very satisfactory ..... All was very encouraging and was promised a call within a few days..... My husband, foreman in machine department inquired ....and he was told I was overweight and wasn't much chance of getting in..... The part I would much appreciate knowing is when one is able bodied" why she can't get a job

Manpower

October 30, 1942

War Manpower Commission

Washington, D.C.

letter from:

Margaret Jane Reed
Y.W.C.A.
62 North Main St.
Gloversville, N.Y.

re information on

"women being drafted"

Manpower
Defense

November 4, 1942

Brigadier General Frank J. McSherry
Director of Operations
War Manpower Commission
Social Security Building
Washington, D. C.

Dear General McSherry:

I have your letter of October 31, announcing the appointment of an Assistant Director in Charge of the Utilization of Women who will be responsible to you on all phases of the program to bring women into the labor market and subsequent employment and training opportunities.

I welcome your suggestion that a very close liaison be established between the Assistant Director and a member of the staff of the Women's Bureau in following up and implementing this phase of the Manpower program. I shall be glad to serve as that liaison officer, and because I am frequently called away from the city, I should like to appoint as my alternate Miss Elisabeth Christman, a member of our staff.

We want to work very closely with you and your Assistant in your work of inducting women into the labor force.

Sincerely yours,

Mary Anderson, Director

MA:IS

OFFICE FOR EMERGENCY MANAGEMENT

WAR MANPOWER COMMISSION

WASHINGTON, D. C.

Chairman
PAUL V. McNUTT
FEDERAL SECURITY ADMINISTRATOR

October 31, 1942

WOMEN'S BUREAU
NOV 2 1942
DEPARTMENT OF LABOR

Miss Mary Anderson
Director
Women's Bureau
U. S. Department of Labor
Washington, D. C.

Dear Miss Anderson:

I have appointed an Assistant Director in Charge of the Utilization of Women who will be responsible to me on all phases of the program to bring women into the labor market and subsequent employment and training opportunities.

The Assistant Director will act as a liaison officer with agencies cooperating with the War Manpower Commission in connection with the increased utilization of women in war production and essential civilian employment. I am desirous of establishing very close liaison between the Assistant Director and the person on your staff who is charged with the responsibility of following up and implementing this phase of the Manpower program.

Would you kindly advise me at your earliest convenience the staff officer who will act as the official liaison person representing the Women's Bureau to work with the Assistant Director in Charge of the Utilization of Women.

Sincerely yours,

Frank J. McSherry

Frank J. McSherry
(Brigadier General, A.U.S.)
Director of Operations

FOR VICTORY
BUY
UNITED STATES
WAR
BONDS
AND
STAMPS

November 4, 1942

Mr. Byron Mitchell
Chief Budget Examiner
Bureau of the Budget, Estimates Division
Executive Office of the President
State Department Building
Washington, D. C.

My dear Mr. Mitchell:

I think you will be interested in the enclosed correspondence between General McSherry and myself. I expect to give the closest possible cooperation in the Manpower program as it relates to the employment of women.

Sincerely yours,

Mary Anderson, Director

MA:IS

Copy to Major Frost

November 4, 1942

Brigadier General Frank J. McSherry
Director of Operations
War Manpower Commission
Social Security Building
Washington, D. C.

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I have your letter of October 31, announcing the appointment of an Assistant Director in Charge of the Utilization of Women who will be responsible to you on all phases of the program to bring women into the labor market and subsequent employment and training opportunities.

I welcome your suggestion that a very close liaison be established between the Assistant Director and a member of the staff of the Women's Bureau in following up and implementing this phase of the Manpower program. I shall be glad to serve as that liaison officer, and because I am frequently called away from the city, I should like to appoint as my alternate Miss Elisabeth Christman, a member of our staff.

We want to work very closely with you and your Assistant in your work of inducting women into the labor force.

Sincerely yours,

Mary Anderson, Director

MA:IS

Manpower

WOMEN'S BUREAU
NOV 20 1942
DEPARTMENT OF LABOR

November 19, 1942

VIA AIR MAIL

MEMORANDUM

To: Mr. William K. Hopkins
Regional Director, Region XII

From: Brigadier General Frank J. McSherry
Director of Operations

Subject: Miss Margaret Anderson

Miss Margaret Anderson, who recently has been appointed Field Supervisor for the Women's Bureau, U. S. Department of Labor, with headquarters in San Francisco, will call upon you shortly. Miss Anderson will represent the Women's Bureau in the Western Region in connection with employer preparation for the greater employment of women and will assist employers in working out their programs for the employment of women.

Miss Anderson will devote considerable time and attention to the shipbuilding industry and will perform job analyses for shipbuilding companies in order that the employment of women in shipyards may be accelerated and expanded. She will be working with shipbuilding companies in California, Washington and Oregon. She will be located with the Wage and Hour Division, 785 Market Street.

I am sure that Miss Anderson will want to know what work has been done in connection with the employment of women in shipyards under the local manpower program. I understand that Apprenticeship representatives have been working with these companies and that some job analyses have been made by the field representatives of both the Apprenticeship Training program and the Training Within Industry program, as well as the Occupational Analysis Section of the Employment Service.

I shall appreciate your doing what you can for Miss Anderson as well as to make use of any of the material which she has available. She undoubtedly can be of considerable assistance to the War Manpower Commission in the forwarding of the program.

CC: MARY ANDERSON.

McSELVEY/eh

Files

Manpower

OFFICE FOR EMERGENCY MANAGEMENT

WAR MANPOWER COMMISSION

WASHINGTON, D. C.

Chairman
PAUL V. McNUTT
FEDERAL SECURITY ADMINISTRATOR

APPRENTICE & TRAINING SERVICE

1511 Mitten Building

Philadelphia, Pa.

WOMEN'S BUREAU
DEC 31 1942
DEPARTMENT OF LABOR

December 29, 1942

U. S. Department of Labor
Women's Bureau
Washington, D. C.

Attention: Miss Mary Anderson, Director.

Dear Miss Anderson:

I am returning herewith the information which you so kindly forwarded to me regarding women in the shipbuilding industry.

Herewith report in WVR files

Please accept my thanks for your cooperation in this matter.

Very truly yours,

Stanley W. Fink

Stanley W. Fink, (M.N.)
Field Representative,
1511 Mitten Building,
Philadelphia, Pa.

Enclosures.



MANPOWR COMMISSION REORGANIZATION
December 17, 1942.

Acting Executive Secretary -

Arthur Fleming

Field operations - Bryon Mitchel
General operations - Barnett

1. Bureau of Placement - Acting director, Brockway

   a. Negro services
   b. Services to minority group
   c. Women - Miss Southall and McKelvey
   d. Scientific Roster

2. Bureau Labor Utilization
   (No director yet named)

3. Bureau of Training - Acting Director, Charters

4. Bureau of Selective Service, Director. General Hershey

5. Bureau of Planning and Review, Director, Wm. Haber
   Division of Research and Statistics.

Item was taken off agenda 12/8/48

DEPARTMENT OF LABOR

Labor - Management Policy Committee of Manpower Commission is having an open meeting Tues. and Wed. of next week (Dec. 29 + 30). Statement of policy on the employment of youth under 18 is to be given further consideration.

No. 203

GPO

Mrs Schafer
Jones copy

Davis - WMC-787

OFFICE OF WAR INFORMATION

WAR MANPOWER COMMISSION

For Immediate Release
Wednesday, December 30, 1942

PM-4248

The appointment of Lawrence A. Appley, vice-president of Vick Chemical Company, of New York, as chief of the War Manpower Commission's Bureau of Placement was announced Tuesday by Paul V. McNutt, chairman of the commission.

Mr. Appley, who has been acting as an expert consultant on personnel to the Secretary of War, will have authority over the functions of the United States Employment Service, Mr. McNutt said, and will be in charge of industrial, agricultural, professional, and government employment. The transfers of workers will come under him. Glen Brockway is chief of Agric + Ind'l Employment Div; under Appley (Brockway has Carson's old job)

A graduate of Ohio Wesleyan and Colgate universities, Mr. Appley has been with several large companies as an advisor on personnel problems. Before he went with the Vick Chemical Company he was for 11 years Educational Director for Socony-Vacuum. He is now vice-president of the American Management Association.

#

X-8118

War Manpower

December 28, 1942

Mr. Collis Stocking
Assistant Director of Operations
Office for Emergency Management
War Manpower Commission
Washington, D. C.

My dear Mr. Stocking:

Replying to your letter of December 15th: I appreciate very much your offer to have sent to my Washington office copies of the reports needed by us. I shall be glad to receive currently all Monthly Labor Market Surveys for each State. I should like also to continue receiving the labor market surveys for special areas and communities.

It also is important for our field agents to have access to such reports when they visit your field offices, since they often are available locally considerably sooner than they can clear Washington offices and be returned to a field worker who has specific immediate need for the data.

Your office has assured us that this has been arranged for by a policy statement instructing your field offices to make available locally to representatives of Federal agencies information needed by them for administrative purposes. We have this assurance through a letter of June 15th last from Mr. John J. Corson.

Very Sincerely yours,

MAP:ml

Mary Anderson, Director

OFFICE FOR EMERGENCY MANAGEMENT

WAR MANPOWER COMMISSION

WASHINGTON, D. C.

Chairman
PAUL V. McNUTT
FEDERAL SECURITY ADMINISTRATOR

December 15, 1942

Miss Mary Anderson,
Director, Women's Bureau,
U. S. Department of Labor,
Washington, D. C.

Dear Miss Anderson:

We have been advised by our regional office in Atlanta, Georgia, that your office has been requesting labor market information directly from the States in its region, especially those reports based on our Form ES-274.

To meet a similar need from the Bureau of Labor Statistics, it was agreed that all requests for labor market reports would be made of the Washington headquarter office. Centralization of such requests was found to expedite receipt by the agencies making the request. If you will, therefore, let us know exactly which of our reports you desire to receive, we shall be glad to make the necessary arrangements.

Sincerely yours,

Collis Stocking

Collis Stocking,
Assistant Director of Operations



December 4, 1942

Mr. Stanley W. Fink
Field Representative
War Manpower Commission, 1511 Mitten Bldg.
Apprentice-Training Service
Philadelphia, Penn.

My dear Mr. Fink:

We have your request of November 30th, and I am sending you information about women in shipyards in this country, insofar as we have something available. We shall appreciate your returning the material so marked.

There were about 13,600 women wage earners (excluding clerical) in commercial shipyards in October 1942.

We have, in our files, the British pamphlet on women in shipbuilding in Great Britain (the jobs they are doing), and if this would be of interest we shall be glad to lend it to you.

Newspaper clippings coming to our attention on women in shipyards have been copied, and an extra copy is available of those through the first week of September. I regret the later ones are not in duplicate form, as numbers of women in this industry are increasing right along.

Sincerely yours,

Mary Anderson, Director

rfn
ec

U. S. DEPARTMENT OF LABOR

WOMEN'S BUREAU

To—		From—	Re Attached Please—
	Anderson.		Approve
	Nienburg.		Comment
	Larrabee.		Note
	Benham.		Note and return
	Dern.		Reply
	Erickson.		Draft of reply
	Hyde.		Signature
	Manning.		Would like to discuss
	Mettert.		File
	Pidgeon.		
✓	Robinson.		Date
	Smith, F.		Note:
	Spring.		
	Stitt.		
	Files.		

OPO 16—24460

Miss A's suggestion:

(1) MKA get list of jobs women could do for Ford Shipbuilding

(2) English material from Hooks

(3) Send Board Shipb. report on conditions.

OFFICE FOR EMERGENCY MANAGEMENT

WAR MANPOWER COMMISSION

WASHINGTON, D. C.

Chairman
PAUL V. McNUTT
FEDERAL SECURITY ADMINISTRATOR

Apprentice-Training Service
1511 Mitten Bldg.
Philadelphia, Pa.

WOMEN'S BUREAU
U.S. DEPARTMENT OF LABOR

November 30, 1942

U.S. Department of Labor
Women's Bureau
Washington, D.C.

Attention: Miss Mary Anderson.

Dear Miss Anderson:

As a representative of the Apprentice-Training Service of the War Manpower Commission, I am interested in obtaining any and all information concerning women in the shipbuilding trades.

Any information regarding this subject that you may be able to furnish me will be greatly appreciated.

Very truly yours,

Stanley W. Fink (M.W.)

Stanley W. Fink,
Field Representative.



Copy

War Manpower Commission
Washington, D. C.

Manpower

No date -
about Dec. 1942

Chairman
Paul V. McNutt
Federal Security Administrator

Dear Mrs. Alsop:

I was very much interested in your letter of November 20, concerning the meeting you held November 17th with representatives of various agencies interested in farm labor supply.

Action is already under way with reference to one of the recommendations contained in the two resolutions adopted at this meeting. The War Manpower Commission has directed the Office of Education and the Department of Agriculture to expand the present agricultural training activities and to place special emphasis upon the training of women and other persons not ordinarily in the farm labor market. This program will be carried out through the State vocational educational authorities in cooperation with the State Agricultural Extension agencies.

The suggestion that the Federal Government establish a Land Army with recognition similar to that now extended to women enlisted in the Army and Navy is one of the matters currently under consideration by the Planning Division of the War Manpower Commission. When studies are completed the Women's Advisory Committee will also consider the matter. In the meantime, I feel that much can be done through the State-by-State organization of women for agricultural work which can be carried on by State Defence Councils in cooperation with the United States Employment Service of the War Manpower Commission and other State and Federal agencies.

I should be very glad to have any specific suggestions you care to make concerning this subject so that our Committee may have the benefit of your experience in this field.

Sincerely yours,

Paul V. McNutt

Chairman

Mrs. Joseph W. Alsop
Director
Connecticut Land Army
Broad Street
Hartford, Connecticut

Man Power

December 8, 1942

Miss Thelma McKelvey, Principal Assistant
War Manpower Commission
Social Security Building, Room 4250
Washington, D. C.

Dear Miss McKelvey;

I would suggest that General McSherry would get in touch with the Manpower Commission in Chicago, to report Miss Ethel Erickson's representing the Women's Bureau in Region VI, Chicago, to attend their meetings as well as work with them on the whole question of women's employment. I would suggest also that he would do this for the following agents of the Women's Bureau in the Regions indicated:

Region I, Boston - Miss Frances W. Valentine

Region III, Philadelphia, - Miss Rebecca G. Smaltz

Region V, Cleveland - Miss Elizabeth S. Magee

Region V, Detroit - Mrs. Kathleen J. Lowrie

Region VII, Atlanta - Miss Martha Ziegler

Region IX, Kansas City - Miss Elsie I. Wolfe

Miss Valentine has already been asked by the Manpower Commission in Boston to come in and work with them, as also has Miss Magee in Cleveland, but it would be much better for us if General McSherry could see his way clear to write a letter to them and confirm their cooperation.

Sincerely yours,

Mary Anderson, Director

MA:IS

Files
Manpower

OFFICE FOR EMERGENCY MANAGEMENT

WAR MANPOWER COMMISSION

OFFICE OF THE
REGIONAL DIRECTOR

WOMEN'S BUREAU
JAN 2 - 1943
DEPARTMENT OF LABOR

521 Union Commerce Bldg.,
Cleveland, Ohio

December 30, 1942

Miss Mary Anderson,
Women's Bureau,
U. S. Department of Labor,
Washington, D. C.

Dear Miss Anderson:

I should like to acknowledge your letter advising us of your appointment of Miss Elizabeth Magee as your regional representative on women power problems in the region.

We have worked closely with Miss Magee for a long time and are delighted that you have selected her for this position. I am sure she will continue to be a real help to us as she has in the past.

Sincerely,

Robert C. Goodwin

Robert C. Goodwin,
Regional Director

FOR VICTORY
BUY
UNITED
STATES
WAR
BONDS
AND
STAMPS

WAR MANPOWER COMMISSION -1942

Defense
Gen

July 13, 1942

TO: Mr. Arthur J. Altmeyer, Executive Director
Man-Power Commission

FROM: Mary Anderson

The attached table on minimum entrance rates for men and women, accompanied the memorandum to Mr. Tracy, but was inadvertently not attached to the copy sent you.

U. S. DEPARTMENT OF LABOR
WOMEN'S BUREAU
Washington

July 7, 1942

To: Mr. Tracy, Assistant Secretary

From: Mary Anderson

Re: Stabilization of Wages in the AIRCRAFT INDUSTRY

I am writing this memorandum in behalf of the women workers in the Aircraft Industry. If stabilization of wages is to be the outcome of the inquiry now being conducted, we wish to draw your attention to the fact that freezing wages at the present level would result in injustices to thousands of women. A large majority of these women are doing the same or similar work as that done by men and yet are being paid at lower wage rates.

Although the aircraft industry has gone farther than many others in eliminating sex wage differentials, 4 of the 33 leading aircraft assembly plants, most of which have been surveyed by the Women's Bureau agents, pay lower entrance rates to women than to men. In three plants women's rates were 10 cents an hour less and in one 5 cents.

Should the Government stabilize wages in the aircraft industry without first eliminating wage differentials for men and women employed on the same type of work, a most unfair type of wage practice would become entrenched through what would appear to be Government approval. The situation would be extremely serious in industries where such differentials are far more common than in the aircraft industry.

We are concerned about these differentials not only because of the unfairness to women, but because of the effect of such differences on the whole wage structure. If women can do a job successfully for 10 cents an hour less than men, why pay more to any one? When keen competition for jobs again occurs, men may be forced to accept the rates set for women and a general cut in the standard of living will result.

An important trend away from differentials in the wages of men and women is noticeable throughout the country. The Fair Labor Standards Act, which permits no differential based on sex, has done much to stimulate this trend. Michigan has a law which prohibits discrimination in the payment of wages to men and women doing the same or similar work. The constitutionality of this act has been upheld by the Supreme Court of the State. Recently the General Motors Company was ordered by the court to pay $55,690 to 29 women who had been paid less than men for the same or similar work. This movement should be encouraged and sanctioned by the Government wherever possible. No policy of wage stabilization should be adopted by an official government agency which does not provide for the elimination differentials based on the sex of the workers.

A case is now pending before the War Labor Board in which the Union is asking for the elimination of such differential. The General Motors Company of Dayton is the offender. The Women's Bureau made an investigation in Dayton and found that women were doing the same work as men, but were paid as much as 20 cents an hour less. We have submitted a brief to the War Labor Board in behalf of the women workers in this case. The Women's Bureau stands ready to make similar investigations of any industry in which this situation exists, and to submit our findings to any agency charged with the authority to remedy such conditions.

Enclosed you will find a table showing the entrance rates paid in aircraft assembly plants, and the extent to which the same rate applies to men and women.

Manpower

WOMEN'S BUREAU
U. S. Department of Labor
Washington

SUPPLEMENT TO STATEMENT TO MANPOWER BOARD, JULY 7, 1942

Employment of Women

(Total, including war work, consumer goods production, farm labor, and all other industries, exclusive of army.)

April 1942 - 12-4/5 million women
1-1/2 million of these were on war work
1 million women unemployed
Women about 25 percent of all workers

By End of 1942 - 14 to 15 million women
About 3-1/2 million of these on war work
2 million were added since April
Women 28.5 percent of all workers

By End of 1943 - 17 to 18 million women
5-1/2 million of these on war work
At least 5½ million added since April 1942
Women 33.7 percent of all workers
40 percent more women than highest peace-time employment

Industries Intensively Investigated by Women's Bureau as to Processes for Women's Work (Published Reports are Available)

Aircraft and aircraft parts
Small arms ammunition
Artillery ammunition
Instruments
Guns

Women's Bureau Agents Continually Aiding in Best Utilization of Women

Boston, Birmingham, Cleveland, Chicago, Detroit, Los Angeles, Minneapolis, Philadelphia

Very Recent Requests to Women's Bureau as to Kinds of Jobs for Women and Recommended Standards for Their Employment

Ill., Ind., Ia., Ky., Md., Mich., Minn., Mo., N. Y., Ohio, Pa., W. Va. (This is only a partial list.)

Very Recent Requests to Women's Bureau as to Methods of Conserving the Health and Safety of Women Workers to Assure Their Output Standards -

From: Ala., Calif., Canada, Fla., Ill., Ind., N. C., N. Y., Ohio, Pa., Tenn., Wis., Va. (This is only a partial list.)

War Plant Communities Surveyed by Women's Bureau

Alabama -	Talladega - Sylacauga - Childersburg
	Huntsville
Arkansas -	Jacksonville
Arkansas-Texas -	Texarkana
Georgia -	Macon
Illinois -	Joilet - Wilmington
	Marion - Herrin - Crab Orchard Lake
Indiana -	Burns City
	Charlestown - Jeffersonville
	LaPorte - Kingsbury
Iowa -	Burlington
Louisiana -	Minden
Maryland -	Elkton
Mississippi -	Jackson - Flora
Ohio -	Ravenna
Tennessee -	Jackson - Milan - Humboldt
Virginia -	Dublin - Radford - Pulaski

2. Then the 1 million or more women registered with the Employment Service who are seeking work.

3. Then, if necessary, the nearly 800,000 girls who will come out of the high schools and colleges.

4. Women caring for their homes, particularly those with small children, should not be asked to go into the factories and workshops unless it is absolutely necessary. They can be much more helpful to the Nation by staying in the home and taking care of the children. (Of course provision must be made for many cases where it is necessary for the women to work.)

RECRUITMENT OF WOMEN AND WAGE STANDARDS

A central problem in securing and holding the necessary woman labor force obviously is that of wages. The Women's Bureau recently has obtained wage data from nearly 60 war plants. In only about half of these was the minimum entrance rate the same for women as for men. Of the aircraft plants visited, many of which were newly opening and all of which were newly employing women, over 80 percent were paying the same entrance rate to women as to men; but of the ammunition plants where some women long have been at work, nearly 85 percent paid a lower entrance rate to women than to men. Moreover, our reports show time and time again that the highest rate for women is below the lowest for men. This method of payment of a lower rate for women than for men, although women are taking men's places, doing the same kind of work, giving the same production, can be construed to be a cut in wages, and it usually amounts to that, and is not warranted. It should be the same rate of pay for the job, and not because a man or woman is employed. This question we have been taking up with the Unions and with unorganized women workers. The Unions are ready to include eliminating differentials among their requests when they have cases before the War Labor Board.

LIVING CONDITIONS OF WOMEN WORKERS AND REDUCED LABOR TURNOVER

Of prime importance to production, as well as to health and safety of women workers, are living conditions in war-plant communities. The Women's Bureau has had reports of high turnover among women, as well as too great absenteeism, in certain particular plants. We visited these and in some we found plant or employment conditions contributing to this; in others we found that shortages of needed woman labor, high turnover, and absenteeism were caused by certain community conditions, by poor transportation, poor housing, lack of available facilities for food. It is obvious that a worker must be able to get to the work place. An hour or two each way spent daily in getting to work takes precious time and dissipates energy that should go into greater working efficiency. The transportation problem will become more serious with tire shortage, since in many instances the majority of workers still commute 35 to 50 miles in private cars. This will intensify the problem of adequate nearby housing.

The food problem has been particularly bad. There have been no restaurants and no facilities in the dormitories for the women to get food. Sometimes it has been as far away as three miles. It was, of course, thought that the women would get the food at the plant, but that was not possible for three meals a day. The transportation was such that it only took them to the plant in time for their work, and it was hard to find a place to get breakfast. They could only get a sandwich for lunch; often their work was located so far away from the cafeterias in a big plant that half an hour was not time enough to get there and back to work. Then, too, the first shift came off about 3:30 or 4:00 o'clock and that was too early to have dinner. So all three meals usually had to be make-shift. Obviously this will soon cause ill health and absenteeism. Many workers will leave such a job and go elsewhere as soon as possible. Where women are unsuitably housed and fed there will be high labor turnover.

Good living conditions will cut labor turnover to a minimum. That is especially true in the industries that are being located in the smaller towns or in rural communities. We have made intensive investigations of some 17 or 18 areas where war plants are employing very large numbers of women. In a number of these we have found the living conditions far from what they should be. High labor turnover, absenteeism, illness, and lack of labor supply were resulting. We have held many conferences with Government housing authorities and representatives of the Office of Defense Health and Welfare on the problems of working women. Mr. Blanford the other day was telling you what they are trying to do to remedy these conditions. Our reports on these communities have been used, too, by the service organizations, such as the Y.W.C.A., the National Catholic Community Service, the National Travelers' Aid Society, the women's clubs and others that are not strictly service organizations. If greatest efficiency is to be reached, there is continual need for the Women's Bureau to investigate and follow up the community conditions surrounding women workers.

SUMMARY To summarize what I have been saying:

The Women's Bureau staff has equipment needed by the Manpower Board.

The Women's Bureau has a staff experienced in the solution ofthe problems of woman workers.

The Women's Bureau recently has made detailed first-hand examinations of the processes women now do and can do in key war industries. Such surveys also are continuing.

The Women's Bureau is responding to continual requests to assist employers with their problems of woman labor, both by conferring with individual employers, and also through the printed word in bulletins that are much in demand.

The Women's Bureau has field agents located in a number of important industrial regions who give continual assistance in securing best utilization of the woman labor supply.

The Women's Bureau has developed effective policies as to the employment of women, and is equipped by experience to extend these policies to cover new and growing needs.

WOMEN'S BUREAU
U. S. Department of Labor
Washington

July 7, 1942

WHAT THE WOMEN'S BUREAU IS CONTRIBUTING TO WAR WOMAN-POWER POLICY

There never was a time before in this country's history when women workers were needed so desperately and on so vast a scale as is the case today. By the end of next year it is estimated conservatively that over 17 million 1/ women will be employed in this country, at least 5½ million of them on war work. This is at least 40 percent more women than the highest peace-time employment this country has ever reached. Women, who are now 25 percent of the labor force, will then constitute nearly 34 percent of the labor force, 1/ (38 percent, if agriculture be omitted).

Woman power must be rapidly recruited, quickly trained, adequately conserved, and utilized in the most effective way - that is

(1) On jobs women can best do, and

(2) Under conditions found necessary for their best work.

NEED FOR BEST METHODS IN USING WOMAN POWER

There is great need in today's Man Power and Woman Power situation of a personnel experienced in the use of woman power. It was to meet exactly such a need in World War I that the Women's Bureau was created - to formulate standards and policies for the best utilization of women workers. Today the Women's Bureau has an experienced staff, fully equipped to advise on this particular subject, and thus to assist the Manpower Board.

We know the processes women can perform well in the key war industries.

We know what plant conditions will secure maximum production with women workers in war factories.

We know what community needs and what basic living conditions will attract and hold the necessary woman labor force and will prevent high labor turnover among these workers.

In our serious situation today, these things are not to be merely guessed at or experimented with. There are known facts and conditions that should be observed.

1/ This includes war work, consumer goods production, farm labor, and all other industries.

WORK RECENTLY DONE BY WOMEN'S BUREAU ON WOMAN POWER PROBLEMS

The Women's Bureau in the very beginning of the defense program realized that women would have to be much more extensively employed in the heavy industries than they had been heretofore. We had our experience in the last war to that effect, so we immediately began to urge the necessary training for women. At the same time, we made a concise formulation of certain of the standards that have been found most effective in securing best production with women workers, and that would have to be observed in employing women on a large scale in war industries. We have distributed more than 65,000 copies of this particular publication, upon request. Indeed, our publications along these lines are in constant demand. They often are asked for in lots of 500 to 1,000 copies, and even 2,500 to 5,000 at a single request.

It was inevitable that a great many of the employers would write to us saying, "I find I have to employ women. We have never employed them before. Is there any way that you can help us and tell us what we should do in employing women?" There are many ways we can help them. Our agents, who are specialists in these matters, are all the time responding to the requests of these employers, conferring with them individually and helping them to develop effective and satisfactory methods of employing women. For example, we had one of our agents on the West Coast for four months. Employers in a new industry vital to the war, airplane manufacture, constantly demanded her services there, as did also the training schools.

Our agents have an expert knowledge of the jobs women can perform. We have had agents regularly assisting employers on problems connected with the utilization of woman labor in Boston, Birmingham, Cleveland, Chicago, Detroit, Los Angeles, Minneapolis, Philadelphia.

We have made several extended investigations of key war industries in order to be fully informed of the most recent industrial conditions and methods, so that we can give further advice as to the jobs that women can best perform. Those studies include the Airplane; Small Arms Ammunition; Artillery Ammunition; Instruments; and Gun industries (including the situation in Canada). Published reports on these industries are available and are now being used extensively by manufacturing concerns in employing women to the best advantage. Few if any of these firms have reached their maximum employment of women. Most of them have been visited more than once. Many of these, as well as other plants are requesting further return visits for assistance with pressing woman-power problems.

WOMEN'S BUREAU POLICY AS TO ORDER OF EMPLOYING WOMEN

The Women's Bureau has worked out a definite policy as to priorities in the employment of woman power. This should apply at the present time, and may be further developed as the situation progresses. It includes the following:

1. First to be employed should be those with factory experience who have lost their employment because of priorities in materials and plant adjustments to war production.

2. Then the 1 million or more women registered with the Employment Service who are seeking work.

3. Then, if necessary, the nearly 800,000 girls who will come out of the high schools and colleges.

4. Women caring for their homes, particularly those with small children, should not be asked to go into the factories and workshops unless it is absolutely necessary. They can be much more helpful to the Nation by staying in the home and taking care of the children. (Of course provision must be made for many cases where it is necessary for the women to work.)

RECRUITMENT OF WOMEN AND WAGE STANDARDS — A central problem in securing and holding the necessary woman labor force obviously is that of wages. The Women's Bureau recently has obtained wage data from nearly 60 war plants. In only about half of these was the minimum entrance rate the same for women as for men. Of the aircraft plants visited, many of which were newly opening and all of which were newly employing women, over 80 percent were paying the same entrance rate to women as to men; but of the ammunition plants where some women long have been at work, nearly 85 percent paid a lower entrance rate to women than to men. Moreover, our reports show time and time again that the highest rate for women is below the lowest for men. This method of payment of a lower rate for women than for men, although women are taking men's places, doing the same kind of work, giving the same production, can be construed to be a cut in wages, and it usually amounts to that, and is not warranted. It should be the same rate of pay for the job, and not because a man or woman is employed. This question we have been taking up with the Unions and with unorganized women workers. The Unions are ready to include eliminating differentials among their requests when they have cases before the War Labor Board.

LIVING CONDITIONS OF WOMEN WORKERS AND REDUCED LABOR TURNOVER — Of prime importance to production, as well as to health and safety of women workers, are living conditions in war-plant communities. The Women's Bureau has had reports of high turnover among women, as well as too great absenteeism, in certain particular plants. We visited these and in some we found plant or employment conditions contributing to this; in otherswe found that shortages of needed woman labor, high turnover, and absenteeism were caused by certain community conditions, by poor transportation, poor housing, lack of available facilities for food. It is obvious that a worker must be able to get to the work place. An hour or two each way spent daily in getting to work takes precious time and dissipates energy that should go into greater working efficiency. The transportation problem will become more serious with tire shortage, since in many instances the majority of workers still commute 35 to 50 miles in private cars. This will intensify the problem of adequate nearby housing.

The food problem has been particularly bad. There have been no restaurants and no facilities in the dormitories for the women to get food. Sometimes it has been as far away as three miles. It was, of course, thought that the women would get the food at the plant, but that was not possible for three meals a day. The transportation was such that it only took them to the plant in time for their work, and it was hard to find a place to get breakfast. They could only get a sandwich for lunch; often their work was located so far away from the cafeterias in a big plant that half an hour was not time enough to get there and back to work. Then, too, the first shift came off about 3:30 or 4:00 o'clock and that was too early to have dinner. So all three meals usually had to be make-shift. Obviously this will soon cause ill health and absenteeism. Many workers will leave such a job and go elsewhere as soon as possible. Where women are unsuitably housed and fed there will be high labor turnover.

Good living conditions will cut labor turnover to a minimum. That is especially true in the industries that are being located in the smaller towns or in rural communities. We have made intensive investigations of some 17 or 18 areas where war plants are employing very large numbers of women. In a number of these we have found the living conditions far from what they should be. High labor turnover, absenteeism, illness, and lack of labor supply were resulting. We have held many conferences with Government housing authorities and representatives of the Office of Defense Health and Welfare on the problems of working women. Mr. Blanford the other day was telling you what they are trying to do to remedy these conditions. Our reports on these communities have been used, too, by the service organizations, such as the Y.W.C.A., the National Catholic Community Service, the National Travelers' Aid Society, the women's clubs and others that are not strictly service organizations. If greatest efficiency is to be reached, there is continual need for the Women's Bureau to investigate and follow up the community conditions surrounding women workers.

SUMMARY To summarize what I have been saying:

The Women's Bureau staff has equipment needed by the Manpower Board.

The Women's Bureau has a staff experienced in the solution of the problems of woman workers.

The Women's Bureau recently has made detailed first-hand examinations of the processes women now do and can do in key war industries. Such surveys also are continuing.

The Women's Bureau is responding to continual requests to assist employers with their problems of woman labor, both by conferring with individual employers, and also through the printed word in bulletins that are much in demand.

The Women's Bureau has field agents located in a number of important industrial regions who give continual assistance in securing best utilization of the woman labor supply.

The Women's Bureau has developed effective policies as to the employment of women, and is equipped by experience to extend these policies to cover new and growing needs.

Files
Manpower

July 29, 1942

Mr. Lewis E. MacBrayne, New England Representative
National Committee for the Conservation
of Manpower in War Industries
80 Federal Street
Boston, Massachusetts.

My dear Mr. MacBrayne:

Thank you so much for sending me the report of your analysis of replies received from 90 plants in New England in regard to Methods of Hiring and Training Women Employed by War Industries.

Sincerely yours,

Mary Anderson, Director

MA:IS

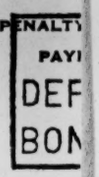
L. E. MacBrayne
80 Federal Street, Boston, Mass.

U. S. DEPARTMENT OF LABOR
DIVISION OF LABOR STANDARDS
WASHINGTON, D. C.

OFFICIAL BUSINESS

Nienburg





Miss Mary Anderson, Director
Women's Bureau
U. S. Department of Labor
Washington, D. C.

Excerpts from

An Analysis of Replies Received from
90 Plants in the New England Area.

By LEWIS E. MacBRAYNE, New England Representative, National Committee for the Conservation of Manpower in War Industries.

about July 1, 1942

In an address given in Boston on March 27, Thelma McKelvey, chief of the Women's Labor Supply Service of the War Production Board, stated that "*four million ... as many as are now so employed, must be directly engaged*

U. S. DEPARTMENT OF LABOR
WOMEN'S BUREAU

To—		From—	Re Attached Please—
	Anderson.	✓	Approve
✓	Nienburg.		Comment
	Larrabee.		Note
	Benham.		Note and return
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U. S. DEPARTMENT OF LABOR
DIVISION OF LABOR STANDARDS
WASHINGTON

NATIONAL COMMITTEE FOR THE
CONSERVATION OF MANPOWER
IN DEFENSE INDUSTRIES

WOMEN'S BUREAU
JUL 17 1942
DEPARTMENT OF LABOR

REGION 1
LEWIS E. MacBRAYNE
REGIONAL REPRESENTATIVE
80 FEDERAL STREET
BOSTON, MASS.

METHODS OF HIRING AND TRAINING WOMEN EMPLOYED BY WAR INDUSTRIES.

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Excerpts from

An Analysis of Replies Received from 90 Plants in the New England Area.

- - - - - - -

By LEWIS E. MacBRAYNE, New England Representative, National Committee for the Conservation of Manpower in War Industries.

- - - - - - - about July 1, 1942

In an address given in Boston on March 27, Thelma McKelvey, chief of the Women's Labor Supply Service of the War Production Board, stated that "*four million women, almost six times as many as are now so employed, must be directly engaged in war production by January, 1943*".

A few days ago the regional director of the United States Employment Service was quoted by the Boston press as saying that "*production schedules in New England war industries may be disrupted if employers continue to evince a marked disinclination to employ women to relieve labor shortages*".

As it happens, a number of inquiries have been received at the New England office of the National Committee for the Conservation of Manpower in War Industries for information on several questions involved in the employment of women. Some of these related to the best methods being worked out for the employment and training of women workers; others had to do with problems of fatigue and accident hazard.

Since it has been our policy in New England to draw upon our own experience for mutual information, I sent a letter and questionnaire, about June 20, to 125 plants holding large war contracts, in which I said: "*It occurs to me that it might be profitable here in New England to bring together our experience to date in the matter of employing women for jobs where men are no longer available. This combined information - with no company names used - will then be issued in a special bulletin, available to all New England war industries*".

The report that follows, therefore, is based upon this information as collected. It may be preceded, however, by brief comment on the general subject, as viewed from a national standpoint. Aircraft factories and munition plants have been employing women workers, on what was formerly considered men's jobs, for many months; and this experience, as reported in such widely distributed magazines as Time, and the Saturday Evening Post, has agreed with that of the British

and Canadian plants, where the shortage of manpower called women to service long before the United States entered the war. The woman war worker does her job well. Her production, when properly trained, keeps up to that of the men.

There is already available a series of special bulletins on the subject of women workers in war industries published by the U. S. Department of Labor. Its Women's Bureau has issued, in the past two years, *"Effective Industrial Use of Women in the Defense Program"*, *"Lifting Heavy Weights"*, and *"Safety Clothing for Women in Industry"*. These will give you a total of 43 pages of printed information, and should be on file in every employment office. Last year there were also issued special bulletins from the same source covering *"Employment of Women in the Manufacture of Artillery Ammunition"*; ditto for small-arms ammunition; and finally *"Women Workers in the Manufacture of Aircraft, Optical, Fire-Control and Surgical Instruments"*. These will add 40 more pages of information. The Government notes that while the physical characteristics of a job must be suited to women's physique, she is likely to excel in work requiring care and constant alertness, good eyesight, and the use of such light instruments as gages, micrometers and vernier calipers, but that she will operate large machines successfully on heavy work when such work requires the use of lifting devices and pneumatic chucks.

The British Industrial Health Research Board reports that the maximum weekly working hours for women should be 5 fewer than the maximum for men; and notes that women seem to be more susceptible to certain industrial poisons, such as lead, and carbon disulphide; and tetryl dermatitis is reported as more common among women munition workers than men.

With this general statement, we will now examine the replies of 90 companies, all engaged in war work, to whom the questionnaire, sent out by the New England office of the National Committee on the Conservation of Manpower in War Industries, was submitted.

WILL EMPLOY WOMEN

To the question "Do you intend to employ women on work usually done by men", 78 replied "Yes", and only 12 "No". Some of the latter represented industries where women could not be trained, because of the nature of the work. Since January 1, 1942, the 78 plants replying in the affirmative have taken on 11,754 women. One group of 589 have not actually replaced men, but have expanded on work previously done by women. One plant manager gave as a reason for not employing women: "Our machines are running two 12-hour shifts, 6 days a week, and we do not believe that women could stand the long hours". And quoting another: "We have never employed women, but feel that in the future we may be forced to do so." A company that has taken on 619 women since the first of the year reports: "We do not consider that these women are doing the work usually performed by men, since such jobs must be changed for women to handle them."

EMPLOYMENT METHODS

Many answers were given to the question: "Have you developed any method as to the types of women employed? Is preference given to the relatives of men employed; do you accept women with no plant experience, but with a desire to help win the war; do you put a limit on age requirements?"

There were 49 who stated that any woman who applied, if she met general employment requirements, was taken on; but 28 others said that preference was given to certain types, notably those who had male relatives already in the plant. Here are some of the answers:

"We are desirous of having women who have relatives in the armed forces of the country."

"On certain lines of work we will take women with no experience, but our age limit is from 20 to 35."

"We prefer women with a high school education; or with finger dexterity as shown by tests."

"We are employing two types; college graduates who want to do their part in the war, and relatives of men working for us. We are dignifying our employment of women; a special employment office with a trained woman in charge; no 'fresh guy' stuff among the male workers. Our work is heavy, involving machines, but the women are taking to it as well as the men. Their production is every bit as good."

"We hire married women with plant experience; beginners with no experience."

"Our minimum age for women is 18, and an aptitude test is required."

"We have tried to employ women with some experience on machinery, or who have taken a course at a trade school."

"We prefer women who have never worked in an industrial plant. They are easier to train in our ways."

"We give preference to the wives of men in the armed services."
"We employ no married women."
"We prefer women recommended by our own workers, and under 30 years of age."

TRAINING OF WORKERS

As a rule new workers are supervised by an older employee until they have learned the task to which they are assigned. In response to the question "Have you set up a system of special training", 33 of the employment managers answered that they had. Some of the methods are:

"Our new employees are given special instruction in correct and efficient methods of operation; in plant policies; in safe working."

"She is given, when employed, six weeks with an experienced worker."

"At first we provided a male instructor; now some of the women are proficient enough to train the new girls coming in."

OTHER THAN DAY SHIFTS

The fifth question on the questionnaire was: "Will your women employees be required to work on other than day shifts?" The answer from 52 plants was that they would; from 26 that they would not. In most cases, however, the work

will be on the second shift, and will end before midnight. Occasionally the argument has been offered - usually by persons outside of industry - that women might prove more of an accident risk in night work, where the supervision of the worker is not likely to be so good as in the daytime, and where the element of fatigue may prove a factor. In reply to the question "Do you consider women a greater accident risk", there were 63 emphatic replies that she is not a greater risk than a male worker, and only 7 that she was. A few did not know.

Recently there has been some argument presented by foot specialists to the effect that women workers are more prone to foot trouble because they have been wearing high heel shoes. So we asked the question: "Do they develop foot trouble in the plant because of high heels?" The answer is that they do not. Only four employment managers reported trouble on this score. The requirement for low heels on shop work is almost universal. So no special clinics - as had been suggested - appear to be required in New England plants as a whole.

WHAT WOMEN SHOULD WEAR

In the matter of protective clothing for women workers, the practice is not so clearly established. There were 49 companies providing or requiring it, and 33 that left the matter to the worker. C. P. Yaglow of the Harvard School of Public Health goes into the matter of what the working woman should wear from quite another angle. He has reported on a recent research study as follows: *"If women would dress in winter with clothes that are comparable in warmth to those of men, they would be comfortable in a temperature of about 70°, instead of 76° at present, and there would be less discord in the matter of room temperature. Reversely, if men would take off their vests, coats, and collars, in hot weather, buildings would not have to be cooled much below 85°, instead of 76 to 80° at present, and much of the difficulty now experienced with sharp temperature contrasts would be alleviated. Under ordinary conditions at rest, in a room of 71.5°F, with 30% relative humidity and 20 f.p.m. air movement, the mean skin temperature of women was found to be about 2°F lower than that of men, while the mean clothing temperature was 2°F higher. Most of the men were comfortable, but the women generally were cold. To make most of the women comfortable, the room temperature had to be raised to about 76°, but then the men began to howl."*

IS SEX A FACTOR

It is apparent from the publicly expressed desire of a large number of women to serve in some capacity wmth the armed forces of the country, or as wardens in civilian defense, that there is a trend in the present war to abolish the designation of "the weaker sex", and make assignments to work on the bases of physical and mental fitness. But to obtain the male point of view on this matter of sex, we asked three frank questions: Are women more often absent from work in war industries than men?" Do married women with home duties develop fatigue above that of male workers?" Do women stick to the job even when there is talk of higher wwges elsewhere?"

A few employment managers were not willing to commit themselves. A total of 38 said that women were more often absent from work than men, but 34 said that they were not. One plant reported: *"In one month 364 of our men workers were absent 406 days, and 168 of our women lost 290 days."* (*At the present time*

production is being seriously interfered with in many war plants by absent workers. Sickness or fatigue is not the common reason for this absence. Too often it follows pay day, and a fat envelope for overtime work. One company reported recently that 25 percent of its workers had taken one or more days off during the previous month.)

On the question of fatigue shown by married women workers, 26 were of the opinion that it had been noted; 22 that it was not a factor. One employer wrote: "This fatigue is particularly noticeable where there are children at home, and the mother is employed on the second or third shift. It is primarily due to a lack of sleep."

But when it came to the question of loyalty to the plant employing them, 36 replies agreed that women stick better to the job than do men, to 17 who saw no difference.

A SUMMARY

To sum up the information received through this questionnaire; and I acknowledge sincere appreciation for the prompt response received from so many busy men:

War industries in New England, as represented by this group, are not discriminating against women workers, but have given employment to 11,754 in the past six months.

The majority accept any women who apply, within the usual employment requirements.

They are nearly equally divided on the question of whether special training should be given to new workers.

They hold the right to assign them to any shift, according to the working schedules of the plant, but generally intend to send them home by midnight.

They do not consider women a greater accident hazard than men, even when they work about machinery; are not worried over high heels; usually require safe clothing as a protection.

More than 50 percent find women more likely than men to take a day or two off on their own initiative; but on the other hand, find that they are likely to stick to a job for the duration of the war. In some plants it is noted that the married woman faces a greater problem of fatigue.

July 14, 1942

Files

July 28, 1942

Mr. Arthur J. Altmeyer, Executive Director
War Manpower Commission
Social Security Building
Washington, D. C.

My dear Mr. Altmeyer:

I read in the newspaper of July 23 that Mr. A. A. Liveright was appointed director of the Baltimore area to plan employment of men and women in this critical area.

I am enclosing the report of an inquiry that we made in June in this area. There are of course many things from the viewpoint of women workers. We found many problems other than just the actual employment. There are great transportation problems. That is particularly true of Glenn Martin. There is not always the right kind of employment policy by the employers themselves, there is a great deal of labor turnover, principally because of the fact that Baltimore and its environs has been a low-paid area and certain firms with war contracts are trying to keep it so and they, therefore, are not able to have the pick of the crowd. Many of the problems concerning the employment of women I think you will find enumerated in this report.

Sincerely yours,

Mary Anderson, Director

MA:IS

U. S. Manpower

Mobilization Plan to Start In Baltimore

By the Associated Press

Baltimore, July 28—A blueprint for the voluntary mobilization of man power in the Nation's critical labor supply areas will be fashioned in Baltimore, it was announced today.

A. A. Liveright, appointed director of the Baltimore area office by Paul V. McNutt, chairman of the War Manpower Commission, said every possible means will be used to close by voluntary action the gap between Baltimore's defense man power and the present supply.

"If these voluntary efforts fail," he commented, "I think the next step is obvious."

McNutt earlier today designated Baltimore, center of important war materials production, as the Nation's first "critical labor supply area."

Must Use Local Supply

He appointed Liveright of Chicago, a member of the commission's operations staff, to set up machinery "to secure the full cooperation of management, labor and the public in total mobilization of the area's man power resources."

The plan evolved in Baltimore, Liveright said, will be used in an attempt to solve labor-supply problems in 64 other major war-industry areas throughout the Nation.

Like other industrial centers where the labor situation is serious, Liveright said, Baltimore will be forced to turn to the local labor supply "because those pools of labor which have been supplying Baltimore and other centers are running dry and anyway Baltimore couldn't take any more migrants—it is already bulging at the seams."

Prevention of labor pirating, curtailment of production delays caused by excessive turnover and absences, increase of defense training facilities particularly for the shipyards and complete utilization of women, Negroes, handicapped persons and older workers were stated as objectives of Liveright.

More Women Required

Another aim, he said, is to assure the placing of all workers where they could render most service to the war effort. "Thus," he explained, "we would not transfer a skilled worker from one skilled job to another requiring no greater skill but if an elevator boy was also a welder, we would want him in the shipyards."

An increasing proportion of women must be employed, he said, if Baltimore industries were to find the 45,000 to 55,000 workers they would need in the next six months.

An eight-man management-labor advisory committee will be appointed next week to try and solve the problems voluntarily, Liveright said.

Checkup in Communities Claiming a Shortage of Women Workers

Baltimore

A. Summary of Woman Labor Needs

B. Potential Woman Labor Supply

C. Recruitment Methods

D. Reasons for Lack of Response

E. Training Program

F. Housing

G. Recreation

June 1942

Baltimore, Maryland

A. Summary of Woman Labor Needs

Sources:

(1) U. S. Employment Service
(2) Firm interview

(1) U. S. Employment Service Reports

The forecast for woman labor needs, May through October, is 15,000. The Special Labor Market Survey, which covers March through August, indicated a total need of 30,000 workers (men and women) for that period of time.

A supplementary confidential report of the U. S. Employment Service on future woman labor needs for 12 firms, April to August 30th, showed a total of 12,131 women workers needed as follows:

Glenn Martin	- 6,638
Eastern Aircraft	- 1,000
Bendix	- 1,000
Westinghouse	- 201
American Hammered Piston Rings	- 750
Coca Cola	- 500
Continental Can	- 525
Lever Bros.	- 100
Rheems Mfg. Co.	- 275
Bartlett Hayward	- 500
Linen Thread	- 50
Name not reported	- 500
Total	- 12,131

A few of the major firms are not represented in this report so the total woman labor needs would exceed 15,000.

(2) Firm Interviews

The majority of firm officials interviewed did not indicate any great woman labor shortage at present, nor were they anticipating any great difficulties in recruiting the women workers needed. However, Glenn Martin Co. and Bendix, the largest woman employing firms, were not interviewed -- agents were requested not to visit these plants now. Eastern Aircraft expects to employ about 1,000 women but they are not yet in operation, therefore no visit was made.

The industries experiencing the most acute labor needs are canning, and manufacturing of clothing. Service Industries were not included in the interviews but it is a well known fact that they are seriously handicapped by the shortage of available workers. Laundries are no longer accepting new customers and service is very poor.

The Canners are desperately in need of woman workers, even at present, but their greatest need will be after the middle of July when the tomato canning season begins. The Gibbs and Booth Canning Company need about 600 women during the season and they are only one of the twelve canning firms in Baltimore employing one hundred women or more in 1940. Canning has always been a low paid industry with long hours of work so employees only stay until they get a better job. According to the plant official interviewed, turnover is simply enormous. The rate of turnover in the warehouse is 200 percent and almost that bad in the plant. Many of the workers are migrants who have come to Baltimore for defense jobs and only work for a day, and in many instances just a few hours.

The Clothing Industry is having difficulty getting female labor. Rosenbloom, Inc., stated that they could use 50 women operators now if they were available. This company has not been using National Defense Training trainees so agent advised him to get in contact with the Department of Education. Mr. Rosenbloom said he had received no help from the U. S. Employment Service or W.P.A. Negro women operators are being hired in some of the clothing factories, according to N.Y.A. director. Colored operators are hired at Rosenbloom's.

"Operator Wanted" signs are posted in the entrance of many of the clothing manufacturing buildings.

Men's Hats, Inc., stated that there had been a shortage of unskilled young men and women during the spring season who ordinarily would be available. These young boys and girls were going into defense industries where they received more money. The company official interviewed expects even greater difficulty in recruiting unskilled labor when fall season begins. The majority of older skilled workers have remained with firm but some skilled workers have been recruited in New York. This company is not operating on a Government contract so volume of business is considerably less but the number of workers retained during slack season is about the same as usual. The future needs are undeterminable at present.

Some of the firms visited are in the process of expansion - Westinghouse, Bartlett Hayward, Crown Cork and Seal, Western Electric Company, and the American Hammered Piston Ring. The date for future labor needs is difficult to determine due to the shortage of materials which has delayed construction and production in all plants. Westinghouse expects to use approximately 300 to 500 additional women when the new plant is finished. Bartlett Hayward - 450 women of which about 100 will be colored. Crown Cork and Seal Company are nearly ready to open their Airplane Division - manufacturing and assembling wings for Glenn Martin planes. The Employment Manager said estimated labor needs varied every day. The best figure he could give was a total of 1,500 in that department with probably 40 percent women. Since civilian production will be largely curtailed after July 1st many of the women employed on regular product will be transferred to the Airplane Department thereby reducing number of women needed for

this new plant. The personnel manager at Western Electric gave no definite figure on women needed except the total number reported to U. S. Employment Service of 1,860 with approximately 30 percent women. This percentage of woman labor is not as high as the one given by the Vice President of Western Electric in a speech made at the Victory Labor Board Meeting. He stated that 34 percent of total number now employed were women and by October the women would total 50 percent.

Rheems Manufacturing Company is hiring only for replacement at present but additional women workers will be needed if two proposed Government contracts are secured. Plant manager did not give a definite number, probably one hundred or more. American Hammered Piston Rings plans to hire between 200 and 300 more women by September 1st. Linen Thread Company, now making camouflage nets, needs 20 women at present.

The J. P. Frieze and Company, manufacturing meteorological instruments, indicated their current need to be 100 female factory workers.

The National Can Company is hiring for replacements only but they are having difficulty finding enough available women.

Mt. Vernon-Woodberry Mills are operating at capacity except on 3rd shift and they are not planning to expand. Some replacement needs were reported.

Substitution for men has created some of the needs for woman labor, particularly at Glenn Martin and American Hammered Piston Rings who have replaced men with women in many jobs. All the firms interviewed stated that they were replacing men with women whenever possible. This is a general statement that may mean little but some of the firms, such as Westinghouse, are making a survey of jobs in order to determine those that can be taken over by women.

There is an acute shortage of skilled workers - jobs that women can not do because of lack of training.

Turnover

Four of the Defense Plants visited reported only a normal turnover - Western Electric, Westinghouse, Mt. Vernon Mills and Rheems Manufacturing Company. All other plants were experiencing a terrific turnover which increases employment problems. The male turnover was much greater than for females. Persons interviewed in employment and training capacities, believed that much of the turnover was due to the "Shopping Around" for better jobs, particularly with the men. To a lesser extent this is also done by women. The Selective Service is taking an increasing number of young men but the consensus of opinion was that the draft, at the present time, was a minor cause of the male turnover.

The Employment Service is trying to discourage the movement of labor from one plant to another by requiring a release slip from the present employer if it is a defense industry.

B. Potential Woman Labor Supply

The census report of 1940 gives 105,010 as the total number of women employed. There are no available figures as yet on the present woman labor force in Baltimore.*

The following report was taken from the U. S. Employment Service Records:

(1) Registrations (U. S. Employment Service):

a. May 1942

	Women	Total (Men and women)
Active file	7,056	17,519
New applications	2,603	7,610
Renewed	3,540	12,361

b. Registrations (women) in Baltimore and Highlandtown: (April 27 through May 30, 1942.)

	White		Colored			
	Total	1/ Under 18 years	Total	1/ Under 18 years	Total	1/ Total under 18 years
Clerical & professional	660	15	28	2	688	17
Service	224	9	411	29	635	38
Agriculture	3	0	2	0	5	0
Skilled	60	1	8	0	68	1
Semiskilled	335	14	54	1	389	15
Unskilled	210	10	70	4	280	14
Potential labor supply	717	247	127	51	844	298
Total	2,209	296	700	87	2,909	383

1/ Included in total.

c. Total Number (women) Registrants in Baltimore in one year or more:

	White	Colored	Total
Clerical & professional	445	21	466
Service	137	345	482
Agriculture	1	2	3
Skilled	39	8	47
Semiskilled	237	47	284
Unskilled	160	54	214
Potential	495	110	605
Total	1,514	587	2,101

* A recent census release for 1940 on the Labor Force in Baltimore shows 116,186 women 14 years and over. This figure represents 33 percent of the total population. The male labor force consists of 272,231. (These figures were secured after report had been typed.)

(2) Out of State in-migration.

Efforts are being made not to import workers, especially unattached women.

The following statistics were taken off U. S. Employment records on "New Registrations for Persons Living in Baltimore Less Than 1 Year - April 27 through May 30th. Only the States with a total of 100 or more are copied here.

	Under 3 mos.		3 - 6 mos.		7-12 mos.		Total	Total	
	M	F	M	F	M	F	M & F	M	F
Kentucky	124	38	11	3	2	2	180	137	43
Maryland Counties	295	116	27	15	47	15	515	369	146
New York	307	48	33	13	21	10	432	361	71
North Carolina	261	89	29	9	25	3	416	315	101
Ohio	77	24	6	4	3	1	115	86	29
Pennsylvania	243	83	37	11	18	9	401	298	103
South Carolina	79	20	13	1	10	3	126	102	24
Tennessee	134	28	5	3	6	2	178	145	33
Virginia	184	52	15	11	9	5	277	209	68
Totals - including States with small numbers:	2,217	644	240	100	192	66	3,459	2,649	810

(3) Negro Woman Labor Supply.

a. Y.W.C.A. (Druid Hill Negro Branch)

Interviewed Mrs. Alice B. Arrington, General Secretary.

The Y.W.C.A. expects to get approximately 1,000 returns from questionnaires they are sending out through churches and clubs. The purpose is to get information about potential labor supply for the Baltimore Branch of the Vocational Guidance Association for its study of the Negro labor supply as related to war industries. The questionnaire includes work experience, present occupation, age, etc., asks if the training classes would be taken, and a job in a war industry accepted.

Mrs. Arrington said it is necessary to educate Negro women about work in war industries - that many do not know what the words mean. A meeting was arranged June 2 by the Industrial Department of the Y.W.C.A., to tell women about "Training and Employment in War Industries." About 250 came. Almost all have filled out the questionnaires. They are continuing through individual conferences and more meetings.

b. Urban League of Baltimore.

Mr. Alexander Allen interviewed.

Mr. Allen said that 215 Negro women have already finished Vocational Defense Training Courses. Seventeen Negro women were known to be employed in April. (See Training for Women report for figures on Negro women in training.)

On May 28 (according to Mr. Allen) 1,448 Negro women were registered and waiting to enter defense training classes. (Mr. Proctor of V.E.D.T. said they are waiting for assignments to plants.)

Mr. Allen said Negroes who have completed the Defense Training Courses stand in about the same place in reference to hiring as white people without training.

(4) Possible Sources of Woman Labor Supply According to Individual Opinions.

a. Young married women without children and older women whose children are grown up, i.e., older high school and college.

b. Women who have worked and have quit because husbands are now earning good wages.

c. Housewives who will take 24 hour-a-week jobs.

d. Women living in the trailer camps and defense housing projects, especially the projects that are fairly near plants employing women.

e. Women with young children who could and would work if there were Child Care Centers.

There were three ideas given by various individuals about the possibility of recruiting housewives for defense training courses and for war industry jobs; first, put the appeal on a patriotic basis; second, make a house-to-house canvass and give careful information about jobs and procedure for registering; third, make it popular and patriotic to register for jobs, put on a special campaign with fanfare, flags, etc.

A rumor was picked up at the Employment Office that Glenn Martin was going to bring in 2,000 women from other States, and they would be housed in N.Y.A. buildings.

Rev. Current has distributed 1,000 questionnaires in the South Baltimore area concerning child care and women workers.

C. Recruitment Methods

(1) The U. S. Employment Service

The State Employment office has an employee, Miss Brady, whose job is propaganda for the recruitment of women.

Newspapers:

For a while the Employment Service ran paid ads in the newspapers for women workers. Special feature articles have been run, and the local magazine "Baltimore" and the quarterly publication of the Baltimore Council of Social Agencies have carried articles. Ads were also run in the papers for the Defense Training Classes.

Radio:

The radio has been used for speeches and spot announcements. Miss Brady is trying to arrange a radio program for the near future.

Exhibits:

Special exhibits have been arranged and used in conspicuous places.

Six hundred posters were made by the W.P.A. Art Project which are being put in vital points throughout the city.

Speeches:

Speeches have been made at women's clubs and committees, to high school and college students and alumnae.

Meetings and letters:

Letters have been sent to pastors in the city; 10,000 circulars were distributed during sugar rationing registration.

A large public meeting organized by the Labor Victory Board (composed of C.I.O. and A.F. of L. representatives) was held on June 15 with the Governor presiding. Invitations were sent to women's organizations, and publicity was prominent in the papers. Names, addresses, and present occupation of each one attending were taken. Attendance was good.

Plans are under way for another meeting in the Curtiss Bay district in Southwest Baltimore, where a number of women live who have been previously employed in industry.

Moving pictures:

A movie is being prepared.

(2) Methods Used by Firms

Newspaper advertising is used quite generally. Some of the firms ask applicants to apply through the Employment Office, although practically all are doing gate-hiring. The Employment Office tries to discourage gate-hiring by the War Industries. Men's Hats, Inc., advertises in New York City papers for skilled workers.

One canning company sent letters followed by postcards to former employees dating back to 1937 urging them to return to work.

A clothing company with 100 percent Government work offered a cash prize to any employee who would bring in a new worker after the new employee had stayed two months.

D. Reasons for Lack of Response

(1) The reason heard most frequently was that women had registered for jobs or training and then had heard nothing more about it; so they and other women think they are not needed. This rumor originated last fall when several hundred women who had finished a Defense Training Course could not be placed in plants. The rumor has been kept alive by women who have registered since at the employment office, and for some reason have never been assigned to jobs. They tell others, write letters in the paper, instead of returning to the employment office.

(2) Transportation difficulties, especially the time it takes to get to some of the plants is a factor. The Glenn Martin plant is 12 miles out, and some girls spend an hour and an hour and a half each way. Two girls who were waiting for a bus say they go on the Pennsylvania in the morning, which takes them about half an hour. They get off at 4:15 in the afternoon, the train leaves at 5:15 and they don't want to wait around an hour so they come back on the bus. According to a newspaper article more buses were to be put on soon which would mean more frequent service.

(3) Some people thought more women with small children would apply for jobs if there were child care facilities available. A few said they thought child care facilities especially important for women who want to take Defense Training Courses - that while they are not earning any money they cannot afford to hire some one to take care of their children. The Council of Social Agencies is planning to make a survey of one near industry to discover needs for child care facilities, and of several communities to discover potential woman labor supply as well as child care needs. There are public day nurseries, but so far their schedules have not been extended to accommodate women working in war industries.

(4) Many housewives who have never worked, especially in industry, do not think they could acquire the necessary skill; or they think they are too old.

(5) Husbands in many cases do not want their wives to take the training, or to work in the plants.

E. Training for Women Workers

Types of training:

(1) National Defense Vocational Training Classes (Department of Education).
(2) N.Y.A. Defense Training Classes.
(3) In-Plant Training.

(1) National Defense Vocational Training:

Persons interviewed: Mr. Charles Sylvester, Superintendent of Vocational Education
Mr. James Proctor, Supervisor of Vocational Training
Mr. James Francey, Instructor in Charge

The National Defense Training classes in Baltimore were opened July 7, 1940, but women were not admitted until the latter part of 1940. In the beginning women were eager to take the free training courses offered, but when they found that industry would not hire them after they had spent the time and effort necessary for training, they became discouraged and female enrollment dropped considerably. The present urgent need and call for women workers has not brought the desired response. Mr. Sylvester said the physical capacities for training could be utilized to a much greater extent -- 3,000 additional women could be trained. He gave the following reasons for the lack of response to Training Program:

a. Women are taking jobs in non-defense industries that require no training.
b. Family responsibilities such as small children.
c. Hours for classes are not convenient for all.
d. Dissatisfied with course selected.
   A change in course is possible but sometimes women do not report their dissatisfaction to the instructor -- merely drop out of class. About 40 percent all pre-employment trainees, men and women, drop out. However, the turnover on women is not as great as with men. Nor is absenteeism any greater with women.

Mr. Sylvester said all Senior High Schools, white and colored, had been contacted urging the June graduates to take defense training, but few high school graduates or college students are willing to take factory work. They prefer office jobs.

The housewives, largest potential supply of trainees, have not responded to any great extent. The minimum age is 18 years for trainees with 50 years as a tentative maximum. Mr. Sylvester stated that there are always border line cases that could be used advantageously so there really is no definite age limit. He related the following story as an illustration of the value of training to housewives who have never worked. A woman, 48 years old, enrolled in a defense class after her husband was lost in the sinking of one of our merchant marine ships in the Atlantic several months ago. Her youngest child was in high school, one son in the Service and a daughter in the office of the Department of Education. Mr. Sylvester urged her to take the training thinking it would help her adjust her life after the loss of her husband. The woman enrolled and completed the course with a very high rating. She was hired immediately by Glenn Martin Company and in a few weeks was made inspector because of her excellent work. She is now making $37.50 per week after working only a month or two and is most enthusiastic about her job. This woman had never worked outside her own home before her husband's death.

<u>Types of courses in which women are trained:</u>

a. Pre-employment courses

   1. Aircraft Riveting (4 weeks course; 8 hours per day; 5 days per week). Hand and airgun riveting on airplanes.

2. Aircraft Metal Work (4 weeks course, 8 hours per day; 5 days per week). Forming, stretching and shrinking metal in airplane building.
3. Acetylene Welding (same as above).
   Welding small parts in the aircraft industry.
4. Machine Shop (8 weeks course, 8 hours per day; 5 days per week). Drill press, shaper, lathe, milling machine, turret lathe work involving largely the single skills and use of precision measuring instruments.
5. Small Parts Assembly (6 weeks course, 8 hours per day, 5 days per week).
6. Blue Print Reading and Drafting
   Interpretation of three-view drawings, section drawings, detail assembly.
7. Crystal Grinding.
   Cutting and lapping of crystal, testing for mechanical and electrical standards.
8. Inspection Work - blue print reading, mathematics, use of precision instruments.
9. Industrial Sewing.

b. Supplementary course:

1. Blue print reading - courses applied to specific types of employment such as electrical assembly, radio assembly, aircraft work and general blue print reading for machine shop.

c. Signal Corps training: (1) Mechanic Learner (radio; (2) Junior Repairman (radio).

There were 132 enrolled, white and colored, at date of visit June 12th. About half of the total number are women. Civil Service selects the trainees and they are paid at the rate of $1,020 per year. The length of the training period is 3 months.

Number enrolled in N.D.T. classes, June 11, 1942
Total - 3,908 (men and women)
Women - 808
508 white
300 Negro

The peak month for female enrollment was April when there were 1,113 women in training. Of this number 800 were white and 313 colored.

On April 30th, 1942

The cumulative total of women enrolled since July 1, 1940 is as follows:

Pre-employment			Supplementary		
Total	White	Colored	Total	White	Colored
4,840	4,116	724	269	122	147

Length of courses

The majority of training classes are only open 5 days per week. However, electric welding classes are operating 24 hours per day, 7 days per week. The courses require a minimum of 160 hours for completion.

Number of National Defense Training Centers in Baltimore:

18 schools for white trainees
5 schools for Negro trainees

Mr. Sylvester stated that the employment of Negro women in defense plants had been slow as yet. Colored sewing machine operators can be more easily placed than the trainees in Machine Shop or Small Parts Assembly. He also stated that the Negro women trainees on the whole, had done good work.

Performance of women trainees (National Defense Training report)

Women have proven adaptable to all jobs and in many cases have proven superior to men. Because of their educational background, they respond more quickly than men who are enrolled during the same period of time.

(2) N.Y.A. Training Courses:

Mr. Franklin, Assistant State Administrator

The N.Y.A. female trainees were all Negro except for one white girl in the Sewing Class. The number enrolled June 12th was as follows:

Industrial Sewing	-	117 girls
Sheet Metal	-	30 girls
Machine Shop	-	37 girls
Total	-	184 girls

There are 150 boys in training classes - 98 white and 52 colored. They are taking Machine Shop, Welding and Sheet Metal.

The N.Y.A. trainees have four hours related training and four hours shop work at the National Defense Training Center.

There are no classes in Small Parts Assembly or Aircraft because at present they have no equipment.

The majority of female Negro trainees taking Industrial Sewing courses go to Edgewood as Machine Operators. However, there are three or four private clothing firms who have accepted the colored girl trainees.

(3) In-Plant Training and Firms Using the National Defense Training:

All the plants visited had some type of training within the plant. In most cases this training is principally on the job, i.e., working with an experienced operator until they have learned enough to work alone. A few of the large firms have quite a comprehensive system of training. Western Electric is one of these firms. Westinghouse has a definite upgrading program of training classes but they are using all the N.D.T. trainees in Small Parts Assembly that they can get. Rheems Manufacturing Company officials stated that the Defense Training was of no use to them because of their type of product. The National Defense Training schools are equipped with identical machines used at Glenn Martin. Riveting and metal craft work is patterned after the products made at Glenn Martin. This company also has an in-plant training program.

Beginning this week the National Defense Training schools will give specific training for Bartlett Hayward - a 2 months' course in machine shop, blue print reading, welding and assembly mechanics, followed by a 2 months' upgrading program in plant. Probably the majority of the National Defense Training female trainees are employed in the aircraft and radio manufacturing.

General Comments on Training Program:

School officials believe that there is the necessary number of potential women workers in Baltimore with proper qualifications and aptitude. It has been difficult, however, to recruit as many women trainees as industry requests. The U. S. Employment Service has been unable to keep the classes filled with women.

Since the demand for workers has increased it is difficult for the schools to hold the trainees until they have completed the course requiring 160 hours. It is easy to get a job and trainees are eager to go to work on a real job where they are earning money. If they complete the course their chances of promotion are much greater.

Aptitude tests are not given at the National Defense Training Classes. The U. S. Employment Service gives these tests only at the request of the individual firms. The man in charge of the Dexterity and Intelligence Tests at Western Electric Company believed that these tests should be given to applicants at National Defense Training Schools inasmuch as 50 percent of the trainees making application for jobs at their plant fail to pass these tests.

F. Housing for Single Women

Mrs. Harmon, director of the U.S.O. Middle River Club, said they have made no attempt to find rooms for girls in that area because few people have rooms to rent, and those that do try to crowd in as many as they can.

Two agencies were visited - the Y.W.C.A. and National Housing Agency.

(1) Y.W.C.A.

So many young women were going to the Y.W.C.A. for help in finding rooms that extra staff members were added both at the Central and Druid Hill associations to inspect registered rooms and to help with interviews. Many of the young women seeking rooms are with Federal Security; some are coming to work in the plants. The Rooms Registry Office at the Y.W.C.A. did not have their figures broken down according to occupations.

The Y.W.C.A. has a residence for white girls. There are 94 rooms - about one-half permanent and one-half transient.

The following is taken from the Room Registration Report:

Year 1941

Referred to permanent rooms	- 848
Personal service	76
To transient rooms	2,443
Total rooms	3,291

January to June 1

	Referred to Outside Permanent Rooms	Personal Service Cases	Visits to Investigate Rooms
January	161	13	27
February	119	6	71
March	123	-	55
April	106	3	64
May	137	10	79
	646	32	296

Active vacancies June 1 - 167

The Druid Hill (Negro) association has had serious difficulty finding suitable rooms, and then to keep prices down, and to get minimum facilities for the girls.

The General Secretary, Mrs. Arrington, said 100 girls are coming a month - a few for industrial jobs. About 500 Negro girls are working at Federal Security.

(2) National Housing Agency

Mrs. Ford, Assistant Manager.

Very few single women or men have called at the office requesting rooms. The unattached women who have inquired about rooms have all been placed. There were 1,902 vacant rooms listed on the May 20th report. Desirable apartments and family units are not available but a great number of the applicants have been placed in homes or boarding houses that provide meals as well as rooms. The prevailing rate for room and board is $10.00 per week. This price includes two meals and a packed lunch. The usual rental for a room without meals is $5.00 per week. Mrs. Ford said she tries to place applicants near their place of work if possible. Not all of the rooms listed are inspected but some inspection is made each month. The report for period covering April 21 to May 20, 1942 shows:

Number of Vacancies

Family Units -	77
Rooms -	1,902

Vacancies Inspected:

Family Units -	14
Rooms -	202

G. Recreation

The recreational agencies with two exceptions have few activities planned especially for unattached women working in the war industries. They are included in the dances and other social affairs for the service men and serve on planning committees of the U.S.O. clubs. The U.S.O.-Y.W.C.A. worker for Negro girls is working with the girls at the Edgewood Arsenal. Industrial girls are in other clubs and activities of both Y.W.C.A.'s, but there are very few from the war industry plants. Since apparently a small number have come in from other States, and since they are rooming in the community, recreation for them has not been a particular necessity.

(1) U.S.O. Program in Baltimore and Vicinity

a. Middle River U.S.O. Club (N.C.C.S.)
Director - Mrs. Florence Hannon

The U.S.O. Club is a large, very attractive building - there is a spacious lounge with comfortable seats, writing tables, a snack bar, and several small rooms off the lounge. The large auditorium--recreation room is back of the lounge, with several ping-pong tables and a stage.

The Club is off the main road to the Glenn Martin plant in a new defense community still under construction. Mrs. Hannon said undoubtedly the building was intended for

women working at the plant, but the location is prohibitive for them except for dances. Scarcely any single, unattached women live in the vicinity of the building because there are no available rooms, and those living in Baltimore and commuting to the plant would stop at the center only under unusual circumstances. The center serves the service men of a nearby camp, the families of Aero-Acres, a defense housing project, and to some extent residents of other defense housing projects not too far away. Mrs. Hannon has found it impossible to assimilate the people living in the trailer camps.

Girls working at Martin's come for the dances on Thursdays and Saturdays; 150 girls are invited for each dance. There is a U.S.O. hostess at the plant from whom the girls can secure their cards for the dances. The weekly U.S.O. program is put on the bulletin boards and in the monthly plant publication. Mrs. Hannon did not know how many of the girls are from Martin's or some other war industry plant. Those who come from Martin's change their clothes either at the plant or at the center.

Activities for women:

Classes have been offered to women in the community: first aid, home nursing, nutrition. Now there are classes in dramatics and sewing. Classes were also held for a number of volunteers to train them to take charge of a day nursery for children.

The Center is open from 11 to 11. Mrs. Hannon has two assistants - a Miss Chambers and a young man.

b. Trailer Camp - Glenn Martin

Miss Sarah Crosby, Director (Y.W.C.A.)

Miss Crosby is working at the Middle River Trailer camp and at the Gray Manor housing project. There are approximately 1,000 families living in the trailer camp, and every State in the Union but one is represented.

The women had organized two women's clubs before Miss Crosby arrived. She works with them and has organized a Sewing Club with 10 members, a Garden Club with 25, a Red Cross Nursing Class with 18; and a news sheet called "The Trailer Town Times" which has 7 women working on it. The Community Council may have as many as 125 men and women at meetings.

There are no recreational facilities for the Trailer Camp residents. The classes, community council meetings and some parties have been held in the lounges of the men's dormitories. The U.S.O. Middle River Center cannot serve the Trailer Camp. The Baltimore Council of Churches is trying to raise money for a Community Building for the Trailer Camp. The quota for the Trailer Camp is $1,000 and they have already raised $700. The men are making tennis courts.

c. U.S.O. - Y.W.C.A. - Baltimore - Hdqts. Y.W.C.A.

Mrs. Grace McNeal, Director
Miss Anita Bassett, Personnel Counsellor

This U.S.O. Club is housed in the Y.W.C.A. There are 900 girls registered - 550 are active. One third of these are girls who work in industrial plants. After the girls have been registered they may become members of the club - and have a permanent membership card.

This club has charge of the dances at the U.S.O. Club for service men on Wednesday and Friday evenings. Square dances are held at the Y.W.C.A. or in an adjoining lot on Thursday evenings. Saturday evenings there is always a dance (sometimes formal) at the Y.W.C.A.; and on Sundays open house from 3 to 11. Miss Bassett, the personnel counsellor, has had few calls for counselling so she helps with the recreational program.

d. U.S.O. - Colored Y.W.C.A.

Mrs. Sarah De Haven, Director

Mrs. De Haven has a club of 50 Negro girls who are working at the Edgewood Arsenal. In addition she has 375 girls registered for the U.S.O. Club; 229 of these have active membership cards.

There is a dance every Friday night at St. James Parish house. From 75 to 200 attend. The Parish House was used for sports during the winter months.

Mrs. DeHaven is also working with the women at Turner Station. There is a population now of 1,500-2,000 and there will be 304 new families in the housing project. Classes - and recreation activities have been planned. There are no recreational facilities. The churches are offering Thursday night activities for adults. Mrs. DeHaven said the women from this community want work.

e. U.S.O. Club for Service Men

Mr. George W. Proffit, Director

Girls who have the proper registration cards which are secured from the various U.S.O. centers or their hostesses come for the dances. There is an attendance of around 600. Otherwise the club is for service men.

(2) Y.W.C.A. Summer Recreation Activities (White and Negro)

a. White

Business and Industrial

Large numbers of Civil Service employees working with Federal Security have been coming to the Y.W.C.A. A day-time club has been started for those working at night - in addition to the regular evening group. During the summer the Gwynns Falls Recreation Center is used both for business and industrial clubs for informal recreation programs. Swimming classes and plunges are available in the pool in the building. Six weeks have been scheduled at the summer camp; girls may also go for week-ends.

Younger Girls (12-18 years)

In addition to the summer camp which is open to younger girls from July 4 to August 15, a Day Camp is being offered four days a week - two at the Y.W.C.A. - and two at Gwynn Falls Park - from July 6 to July 31.

b. Negro

Negro girls coming to work for Federal Security have been going to the Druid Hill Y.W.C.A. Here too there are day-time and evening activities, and Gwynn Falls Park is used twice a week by the Druid Hill Association. The building is attractive.

The Industrial Secretary who works with the girls from the plants was away at the time of the agent's visit. There is a summer program three days a week for girls 12 to 18 in this center also; and evening activities for adults include a choral group, knitting and crocheting, home-nursing and first-aid. Bicycling and swimming are offered also.

c. Other Agencies

These agencies were not visited but announcements of the programs were seen.

The Young Men's and Young Women's Hebrew Association has an extensive program for service men which includes girls for dances and other parties.

Some of the churches and the City Recreation Department are offering recreational programs.

Persons Interviewed Other Than Firm Officials

U. S. Employment Agency

Miss Mulholland, Asst. to Mr. Fringer, State Director.
Miss Brady, Head of Publicity Department at State Office.
Mr. A. M. Silverman, Manager of City U. S. Employment Service
Mr. Fields, Labor Market Analyst.
Mr. Young, Statistician at State Office.

Maryland State Labor Department

Mrs. Margaret Hatfield, Assistant to Labor Commissioner.

Council of Social Agencies

Miss Culver, Secretary.

Y.W.C.A.

Miss Esther Stamats, General Secretary.
Miss Purdum, Room Registrar.
Mrs. Alice Arrington, General Secretary at Negro Y.W.C.A.
Miss Helen Garvin, Director International Center.

Urban League

Mr. Alexander Allen, Industrial Secretary.

W.P.A.

Mrs. Parks, State Director of Community Services.
Mrs. Cohen, Assistant Director of Community Services.

C.I.O.

Mr. Wilson, Organizer for U.A.W.

National Defense Vocational Training

Mr. Sylvester, Director of Vocational Education.
Mr. Proctor, Supervisor of Vocational Defense Training.
Mr. Francey, Instructor in Charge.

N.Y.A.

Mr. Franklin, Assistant to State Director.

U.S.O.

Miss Crosby, U.S.O.-Y.W.C.A. worker at Middle River Trailer Camp and Dundalk Center.
Mrs. Hannon, U.S.O.-N.C.C.S. worker at Middle River U.S.O. Building.
Mrs. Grace McNeal, U.S.O.-Y.W.C.A. at the Y.W. Building.
Mrs. Sarah De Haven, U.S.O. Negro Y.W.C.A.
Mr. George Proffitt, U.S.O.-N.C.C.S. at the Service Men's Center.

Church

Rev. Robert Current, Minister of church in So. Baltimore.

National Housing Agency

Mrs. Ford, National Housing Agency.

July 15, 1942

Miss Bertha M. Nienburg
c/o Miss English
23 Edgewood Avenue
Brookline, Massachusetts

My dear Miss Nienburg:

I am enclosing a copy of your questions about the Baltimore report and our joint reply. We had to work at it separately for Miss Wolfe is in Connecticut.

I was very glad of course that we were given the appropriation for this year, but I was sorry not to go to Connecticut. I enjoyed the job in Baltimore.

We have sent over the rewritten project for the fiscal year 1943 and another one for 1944. The latest news we have had about 1943 is that the President has signed the appropriation as a whole but not the separate allotments. They have been "coordinating" within the Labor Department, and Thursday there is a meeting with Mr. Thompson in the Division of Cultural Relations of the State Department.

I hope you are improving and can enjoy some of your time away. Come back soon but not before you should.

Sincerely,

Mary Cannon

July 7, 1942

Miss Elsie Wolfe
Hotel Garden
Hartford, Connecticut

Dear Elsie:

I am enclosing a copy of a letter from Miss Nienburg, and on a separate sheet my contributions to the answers. I hope you can throw light on the U.S.E.S. figures and the employment need.

When I called the Regional Employment office to ask them what "potential" labor supply means, they said they had just had a report from Baltimore: for the next 6 months there is a need of 35,000 workers (men and women). In the active file there are 9,500 male white
3,500 male colored
6,800 female white
1,800 female colored
21,600 total

Of this number there are 2,100 applicants working now who are seeking better jobs. They estimate an available labor supply not registered of 7,000; of these 3,000 male and 4,000 female. They estimate that it will be necessary to import 21,000 workers. The man I talked with said "potential labor supply" means estimated labor supply, not registered.

If you need any information that is in the files here, write me, or if you want to send the whole thing back to me to finish up, do so; otherwise send it on to Miss Nienburg. Miss Wendt is back, and she said Miss Nienburg is due back the 15th, but Miss Anderson thinks she should stay longer.

I am buried in Latin American things, and conferences with the housing people, and then memoranda following up the conferences so they don't misquote us. I hope I can come to Connecticut before you are through, but I see no immediate possibility. How are things going? I hope you managed to duly celebrate the 4th.

What do you think of suggesting that Miss Nienburg and both or one of us ask for a conference with the Regional Office of the U.S.E.S. to go over together the situation in Baltimore?

Don't work too hard.

Sincerely,

MC:ml
Enclosure

Mary Cannon

Notes for replying to Miss Nienburg's questions on the Baltimore report

The products of the firms appear on the schedules; and the number of women required is given by occupation.

1st - We felt the U.S.E.S. figures tended to increase the need for women. In one case (the American Hammered Piston Ring) the decrease was partly due to new machinery that required less man-power.

1. (Elsie, I cannot figure out where Miss Nienburg got her figures or basis for her deductions about Glenn Martin)

2. By adding the Labor Needs we secured from War Production firms and those filed in the employment office for other firms the total comes to more than 4,000 -

	From personnel managers	Employment office	
American Hammered Piston Ring	-200 - 300		
Bartlett-Hayward	450		
S. Rosenbloom	50		
Westinghouse	-300 - 500		
Gibbs Packing Co.	630		
	1,930		1,930
Western Electric		600	
Rheems		175	
Bendix		1,000	
Eastern		1,000	
Crown Cork & Seal		96	
		2,871	2,871
			4,801

This list does not include Glenn Martin, Linen Thread (50) - nor the canneries (possibly the canneries should not be considered "war production")

2nd - I leave the canneries to you.

3rd - Clothing Industry -

Numerically the clothing industry would be alright if they would take Negro women trained by the Defense Training classes and the N.Y.A. Only one company was visited - and that one hires Negroes but they are all in one shop.

4th - Potential Labor Supply - was included to give an idea of the number of women who have registered recently at the Employment Office and additional possible sources of woman labor supply.

Elsie - About the 717 figure for potential labor supply on page 4, I called the regional employment office here and they say the "potential labor supply" is an estimate of women who haven't registered but would be available. The office here does not know if they are inexperienced, young, old, or what.

5th.- The available labor supply can include more than the actual enrollment for the month. Clerical workers are needed in plants so 660 clerical and professional cannot be completely ignored.

6th - If the U.S.E.S. figures on employment needs at Glenn Martin are accepted, the need is more than 5,000.

I would second Miss Nienburg's recommendation but it does not seem to get at the bottom of the shortage in labor supply.

I am leaving the cannery questions for you to answer.

About the trailer camp women, I believe we could suggest or recommend that a survey be made of trailer camps and defense housing projects to determine how many women would take jobs and training.

Also I believe the Bureau could recommend that a campaign be made to recruit home-women (without young children) for the canneries and for war production plants. Ads in the paper will not bring large numbers - a concentrated campaign might.

~~Ethie Wolfe~~

Answers to Miss Nienburg's queries on Baltimore Report
Compiled by Miss Wolfe & ~~Miss Cannon~~

1st - The U.S.E.S. probably overestimated needs in Baltimore but they take in consideration draft replacement and other factors that firm officials do not usually consider. I told the Publicity Man here in Hartford that we had found considerable difference in the estimated needs elsewhere. He replied that the U.S.E.S. approached it from a scientific standpoint, weighing all factors whereas, the average employer did not give much thought to the needs for replacement but thot only of additional needs. Mr. Murphy further stated that the employer is prone to believe the supply adequate as long as applicants appeared at his gate.

No doubt plant expansion is not up to schedule, due to material shortages, therefore the forecasts may be wrong because of that retarded expansion. Also one plant had secured machinery requiring fewer operators so their labor need was cut down.

1. The number needed in July and August at Martins, per U.S.E.S. report, I believe adds to 968 with the remainder of the total 6638 needed, supposedly gotten in the three months prior to July. We do not know if that number was hired.

Answers to Miss Nienburg's queries on Baltimore

2. It would seem that at least 4000 women would be needed in War Production Plants. *(2 pp. typewritten page)

2nd query - The Employment Service is not helping the canners, at least not enough worth mentioning. According to Conn. U.S.E.S. they were discontinuing applications for Service Industries July 7th and were ordered to concentrate on Defense Industries. While Canning does not come under that classification, it undoubtedly has been and will be left to get their own workers. No one spoke about a campaign for canners but the firm official interviewed at Gibbs said he believed that only thru registration of workers would they get employees for this season's canning. ~~If I remember correctly~~ The rate paid was ~~.32 per hr. (colored~~ * minimum white .32½ per hour. Colored .30 ~~.35 & white. (Please check with Jim schedule)~~ However, he advocated piece rates for part time workers if they had to use them - said they couldn't pay them 30¢ min. as some would only earn 15¢ per hr.

2nd query - Clothing firms are not in such desperate need as canners. More of them are taking Negro women, and the number will probably increase as demand becomes greater. Do not know if number of negro trainees would be adequate to meet total demand.

Answers to Miss Nienburg's queries on Baltimore

4th – Potential Labor supply, according to our definition is the number of workers who might be available in the city. They are not registered but might be recruited. This potential supply includes all kinds of labor but their eligibility is unknown. Note: This is the same explanation of "potential" given for the Labor Supply Office.

5th – The actual enrollment for month is not the entire number available. Some eligible women have not registered, and some previously registered have not been hired.

6th – I believe the woman labor shortage would be greater than 3500 – probably 5000 if U.S.E.S. figures are accepted even with reservation.

Testing before Training – a fine idea if the Dept. of Ed. U.S.E.S. and firms will cooperate to that extent. Number of trainees after tests would be less, therefore need of recruiting still more necessary – which is the major problem. Glenn Martin tests, which already has the largest labor shortage.

Negroes in Canneries – Employer said negroes weren't much good in their industry but they are using them. I do not know if Negro leaders had considered possibilities in canning

Availability of Women trainees in Trailer Camps – There are many young women in Trailer Camps and Defense Housing projects. Some should be available. We should think we could recommend that a survey be made of trailer camps and housing projects to determine how many women are available for training and employment. (Second Miss Connor's motion)

Clerical workers ~~are~~ are needed in plants so 660 clerical ~~workers~~ and professional should be included in the labor supply

Notes for replying to Miss Nienburg's questions on the Baltimore report

M Cannon

The products of the firms appear on the schedules; and the number of women required is given by occupation, for some.

1st - We felt the U.S.E.S. figures tended to increase the need for women. In one case (the American Hammered Piston Ring) the decrease was partly due to new machinery that required less man-power.

1. (Elsie, I cannot figure out where Miss Nienburg got her figures or basis for her deductions about Glenn Martin)

2. By adding the Labor Needs we secured from War Production firms and those filed in the employment office for other firms the total comes to more than 4,000 -

	From personnel managers	Employment office	
American Hammered Piston Ring	-200 - 300		
Bartlett-Hayward	450		
S. Rosenbloom	50		
Westinghouse	-300 - 500		
Gibbs Packing Co.	630		
	1,930		1,930
Western Electric		600	
Rheems		175	
Bendix		1,000	
Eastern		1,000	
Crown Cork & Seal		96	
		2,871	2,871
			4,801

This list does not include Glenn Martin, Linen Thread (50) - nor the canneries (possibly the canneries should not be considered "war production")

2nd - I leave the canneries to you.

3rd - Clothing Industry -

Numerically the clothing industry would be alright if they would take Negro women trained by the Defense Training classes and the N.Y.A. Only one company was visited - and that one hires Negroes but they are all in one shop.

4th - Potential Labor Supply - was included to give an idea of the number of women who have registered recently at the Employment Office and additional possible sources of woman labor supply.

Elsie - About the 717 figure for potential labor supply on page 4, I called the regional employment office here and they say the "potential labor supply" is an estimate of women who haven't registered but would be available. The office here does not know if they are inexperienced, young, old, or what.

5th.- The available labor supply can include more than the actual enrollment for the month. Clerical workers are needed in plants so 660 clerical and professional cannot be completely ignored.

6th - If the U.S.E.S. figures on employment needs at Glenn Martin are accepted, the need is more than 5,000.

I would second Miss Nienburg's recommendation but it does not seem to get at the bottom of the shortage in labor supply.

I ~~am leaving the cannery~~ questions for you to answer.

About the trailer camp women, I believe we could suggest or recommend that a survey be made of trailer camps and defense housing projects to determine how many women would take jobs and training.

Also I believe the Bureau could recommend that a campaign be made to recruit home-women (without young children) for the canneries and for war production plants. Ads in the paper will not bring large numbers - a concentrated campaign might.

Miss Wolfe and I believe Miss Nienburg and/or Miss Cannon and/or Miss Wolfe should ask for a conference with the Regional office of U.S.E.S. to go over together the situation in Baltimore. Miss Wolfe agrees.

Answers to Miss Nienburg's queries on Baltimore Report

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1. The number needed in July and August at Martin's, per U.S.E.S. report, I believe adds to 968 with 5,670 the remainder of the total 6,638 needed, supposedly gotten in the three months prior to July. We do not know if that number was hired.

2. It would seem that <u>at least</u> 4,000 women would be needed in War Production Plants. By adding the Labor Needs we secured from War Production firms and those filed in the employment office for other firms the total comes to more than 4,000 –

	From personnel managers	Employment office	
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4th - Potential Labor Supply, according to our definition, is the number of workers who might be available in the city. They are not registered but might be recruited. This potential supply includes all kind of labor but their eligibility is unknown. This is the same explanation of "potential" given by the Regional Employment Office.

5th - The actual enrollment for the month is not the entire number available. Some eligible women have not registered, and some previously registered have not been hired. Clerical workers are needed in plants; so 660 clerical and professional should be included.

6th - The woman labor shortage would be greater than 3500 - probably 5,000 if USES figures are accepted even with reservation. (This is Miss Wolfe's deduction and would eliminate some difficulties)

Testing Before Training - A fine idea if the Department of Education, USES, and firms will cooperate to that extent. Number of trainees after tests would be less; therefore need of recruiting still necessary, which is the major problem as the Employment Office sees it. Glenn Martin, which already requires the tests, has the largest labor shortage.

Negroes in Canneries - Employer said Negroes weren't much good in their industry, but they are using them. Do not know if Negro leaders had considered possibilities in canning.

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We believe an organized, personalized campaign is necessary to recruit home women (without young children) for the war production plants and canneries. Ads in the papers will not bring large numbers - a concentrated campaign might.

We believe the Bureau should ask for a conference with the Regional Office of the USES to go over together the situation in Baltimore.

~~1 Miss Nienburg~~
2. Files

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COPY

June 30, 1942

Dear Miss Wolfe and Miss Cannon:

I read your Baltimore Report with real interest for you have made a seemingly thorough coverage of subjects. Some matters, such as the products of firms, I do not know but I assume this is on the firm schedules. However, I believe a statement of demand by kind of production would be helpful here so the range and diversity of qualifications would be seen.

I have a number of queries after reviewing the report again. Will you check me on these?

1st. The U. S. E. S. figures, page 1, do not seem to have been good guesses judging by your firm interviews?

1. Glenn Martin, I assume, got the major part of 5750 called for in April - May & June so need only 888 more women for July - August.

2. Even though you do not report on some of those listed, it would not seem as though as many as 4000 women were really needed in War Production Plants.

2nd. I take it the Employment Service is not helping the canners. Are they paying more than the $.30 minimum? Did any one speak about a campaign for the canners?

3rd. The Clothing Industry would be O. K. if they would use colored NYA girls?

4th. I do not know the meaning of Potential Labor Supply on page 4. If this is not related to factory work, are only

the skilled	60
semi-skilled	335
unskilled	210
	605 white women factory possibilities?

If the 717 are inexperienced young people, does anyone know how many are eligible for factories.

5th. Assuming that June has the same enrollment as May -

or	605 white women
	132 colored women
plus	808 women in training
	1545 women available for war production.

6th. Or, if 5000 is the real need when the plant additions a re added, we are short about 3500 women. This assumes that colored will be taken. And does not cover canneries or service trades.

* * * * * *

Please review the above deductions, carefully. It would appear to me that the fault lay in not having girls tested by plant before sent to training. They must pass tests at Glenn Martin - physical as well as dexterity, etc. Would this recommendation be sound:

That the physical and any other tests given by plants to prospective workers, be given to women before training and that they then be trained for work in plant whose tests they have taken. It would mean that they would be assured a job if their training record was satisfactory.

We want to make concrete recommendations and I would suggest this be the first one.

* * * * *

It would appear to me that the colored are more active in recruiting than the whites. Was there any thought of this for canneries?

Was there any opinion about the availability of women from the trailer camp for trainees? They are too far from the schools but it could be brought to them.

* * * **

You will see I am trying to draw concrete suggestions as: to the size of the woman labor problem and how to meet it.

Please talk this over and let us have your opinions. Our job is to help find a way.

Will you keep this in mind in Connecticut towns and cities. We are not criticizing but viewing what is done in the light of how it could be done better. Hope you can read this!

Sincerely,

(S) Bertha Nienburg

files -

June 30, 1942.

Dear Miss Wolfe and Miss Connor:

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2. Even though you do not report on some of these listed, it would not seem as though as many as 400 were need

really needed in War Products Plants.

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If the 717 are in training young people, does any one know how many are eligible for Factories.

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---

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It would appear to me that the Colored are more active in recruiting than the Whites. Was there any thought of this for canneries?

Was there any opinion about the availability of women for the Training Camp for Trainers? They are too far from the school but it could be brought to them.

You will see I am trying to draw concrete suggestions as: to the size of the women & the post and how to meet it.

Please talk this over and let us have your opinions. Our job is to help find a way.

Will you keep this in mind in connection towns & cities. We are not criticizing but viewing what is done in the light of how it could be done better. - Hope you can read this!

Sincerely, Betta Kimberly.

July 8, 1942

Mr. Arthur J. Altmeyer,
Executive Director
Man-Power Commission
Social Security Building
Washington, D.C.

My dear Mr. Altmeyer:

Enclosed is a copy of the memorandum which I have sent to Mr. Tracy, Assistant Secretary of Labor.

I am sure you will find the information helpful.

Sincerely yours,

Mary Anderson, Director

MA:ec

Man Power
Defense

July 8, 1942

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other copies in 213 Sec'y file.

7/13/42
Letter sent with copy of table attached, which had not been sent in first instance

U. S. DEPARTMENT OF LABOR
WOMEN'S BUREAU
Washington

July 7, 1942

To: Mr. Tracy, Assistant Secretary

From: Mary Anderson

Re: Stabilization of Wages in the AIRCRAFT INDUSTRY

I am writing this memorandum in behalf of the women workers in the Aircraft Industry. If stabilization of wages is to be the outcome of the inquiry now being conducted, we wish to draw your attention to the fact that freezing wages at the present level would result in injustices to thousands of women. A large majority of these women are doing the same or similar work as that done by men and yet are being paid at lower wage rates.

Although the aircraft industry has gone farther than many others in eliminating sex wage differentials, 4 of the 33 leading aircraft assembly plants, most of which have been surveyed by the Women's Bureau agents, pay lower entrance rates to women than to men. In three plants women's rates were 10 cents an hour less and in one 5 cents.

Should the Government stabilize wages in the aircraft industry without first eliminating wage differentials for men and women employed on the same type of work, a most unfair type of wage practice would become entrenched through what would appear to be Government approval. The situation would be extremely serious in industries where such differentials are far more common than in the aircraft industry.

We are concerned about these differentials not only because of the unfairness to women, but because of the effect of such differences on the whole wage structure. If women can do a job successfully for 10 cents an hour less than men, why pay more to any one? When keen competition for jobs again occurs, men may be forced to accept the rates set for women and a general cut in the standard of living will result.

An important trend away from differentials in the wages of men and women is noticeable throughout the country. The Fair Labor Standards Act, which permits no differential based on sex, has done much to stimulate this trend. Michigan has a law which prohibits discrimination in the payment of wages to men and women doing the same or similar work. The constitutionality of this act has been upheld by the Supreme Court of the State. Recently the General Motors Company was ordered by the court to pay $55,690 to 29 women who had been paid less than men for the same or similar work. This movement should be encouraged and sanctioned by the Government wherever possible. No policy of wage stabilization should be adopted by an official government agency which does not provide for the elimination differentials based on the sex of the workers.

A case is now pending before the War Labor Board in which the Union is asking for the elimination of such differential. The General Motors Company of Dayton is the offender. The Women's Bureau made an investigation in Dayton and found that women were doing the same work as men, but were paid as much as 20 cents an hour less. We have submitted a brief to the War Labor Board in behalf of the women workers in this case. The Women's Bureau stands ready to make similar investigations of any industry in which this situation exists, and to submit our findings to any agency charged with the authority to remedy such conditions.

Enclosed you will find a table showing the entrance rates paid in aircraft assembly plants, and the extent to which the same rate applies to men and women.

U. S. Department of Labor
WOMEN'S BUREAU
Washington

Minimum Entrance Rate for Men and Women Productive Workers in Aircraft Assembly Plants

Location and name of plant		Minimum entrance rate same for men and women
Michigan		
Ford	Willow Run	95 cents
New York		
Bell	Buffalo	65 "
Bell	Niagara	65 "
Curtis-Wright #1	Buffalo	65 "
" " #2	"	65 "
Washington		
Boeing	Seattle	62½ "
California		
Consolidated	San Diego	65 "
Douglas	El Segundo	65 "
"	Long Beach	65 "
"	Santa Monica	65 "
Lockheed	Burbank	65 "
Vega	Burbank	65 "
North American	Inglewood	65 "
Northrop	Hawthorne	65 "
Ryan	San Diego	65 "
Vultee	Downey	65 "
Connecticut		
Vought Sikorsky	Stratford	60 "
Kansas		
Boeing	Wichita	60 "
Cessna	"	60 "
North American	Kansas City	60 "
Ohio		
Curtiss-Wright	Columbus	60 "
Maryland		
Glen Martin	Baltimore	60 "
Fairchild	Hagerstown	50 "

Minimum Entrance Rate for Men and Women Productive Workers in Aircraft Assembly Plants

Location and name of plant		Minimum entrance rate same for men and women
Pennsylvania		
Brewster	Johnsville	60 cents
Naval Aircraft	Philadelphia	50 "
Piper	Lock Haven	30 " 1/
Missouri		
Curtiss-Wright	St. Louis	55 "
Tennessee		
Vultee	Nashville	55 "
Oklahoma		
Spartan	Tulsa	50 "

29 Plants

1/ On piece work - 30 cents is guaranteed base rate.

U. S. Department of Labor
WOMEN'S BUREAU
Washington

Aircraft Assembly Plants

Different Minimum Entrance Rate for Men and Women

		Men	Women
Pennsylvania			
Fleetwing	Bristol	60 cents	50 cents
Kansas			
Beech	Wichita	55 cents	50 cents
Texas			
North American	Dallas	60 cents	50 cents
Consolidated	Ft. Worth	60 cents	50 cents

4 Plants

OFFICE FOR EMERGENCY MANAGEMENT

WAR MANPOWER COMMISSION

WASHINGTON, D. C.

Chairman
PAUL V. McNUTT
FEDERAL SECURITY ADMINISTRATOR

WOMEN'S BUREAU
JUL 17 1942
DEPARTMENT OF LABOR

July 16, 1942

Miss Mary Anderson
Director, Women's Bureau
U. S. Department of Labor
Washington, D. C.

Dear Miss Anderson:

Thank you so much for your thoughtfulness in sending me the material you submitted to Mr. Tracy. I have read it with a great deal of interest and believe it will do a lot to help focus attention on the necessity of eliminating unfair sex wage differentials.

I have also read the material which you propose to submit to the War Manpower Management-Labor Policy Committee. I think this will give the Committee a very good idea of the resources and activities of the Women's Bureau.

Sincerely yours,

A. J. Altmeyer
Executive Director

FOR VICTORY
BUY UNITED STATES WAR BONDS AND STAMPS

not yet submitted
7/24/42

WOMEN'S BUREAU
U. S. Department of Labor
Washington

July 7, 1942

WHAT THE WOMEN'S BUREAU IS CONTRIBUTING TO WAR WOMAN-POWER POLICY

There never was a time before in this country's history when women workers were needed so desperately and on so vast a scale as is the case today. By the end of next year it is estimated conservatively that over 17 million 1/ women will be employed in this country, at least 5½ million of them on war work. This is at least 40 percent more women than the highest peace-time employment this country has ever reached. Women, who are now 25 percent of the labor force, will then constitute nearly 34 percent of the labor force, 1/ (38 percent, if agriculture be omitted).

Woman power must be rapidly recruited, quickly trained, adequately conserved, and utilized in the most effective way - that is

(1) On jobs women can best do, and

(2) Under conditions found necessary for their best work.

NEED FOR BEST METHODS IN USING WOMAN POWER

There is great need in today's Man Power and Women Power situation of a personnel experienced in the use of woman power. It was to meet exactly such a need in World War I that the Women's Bureau was created - to formulate standards and policies for the best utilization of women workers. Today the Women's Bureau has an experienced staff, fully equipped to advise on this particular subject, and thus to assist the Manpower Board.

We know the processes women can perform well in the key war industries.

We know what plant conditions will secure maximum production with women workers in war factories.

We know what community needs and what basic living conditions will attract and hold the necessary woman labor force and will prevent high labor turnover among these workers.

In our serious situation today, these things are not to be merely guessed at or experimented with. There are known facts and conditions that should be observed.

1/ This includes war work, consumer goods production, farm labor, and all other industries.

WORK RECENTLY DONE BY WOMEN'S BUREAU ON WOMAN POWER PROBLEMS

The Women's Bureau in the very beginning of the defense program realized that women would have to be much more extensively employed in the heavy industries than they had been heretofore. We had our experience in the last war to that effect, so we immediately began to urge the necessary training for women. At the same time, we made a concise formulation of certain of the standards that have been found most effective in securing best production with women workers, and that would have to be observed in employing women on a large scale in war industries. We have distributed more than 65,000 copies of this particular publication, upon request. Indeed, our publications along these lines are in constant demand. They often are asked for in lots of 500 to 1,000 copies, and even 2,500 to 5,000 at a single request.

It was inevitable that a great many of the employers would write to us saying, "I find I have to employ women. We have never employed them before. Is there any way that you can help us and tell us what we should do in employing women?" There are many ways we can help them. Our agents, who are specialists in these matters, are all the time responding to the requests of these employers, conferring with them individually and helping them to develop effective and satisfactory methods of employing women. For example, we had one of our agents on the West Coast for four months. Employers in a new industry vital to the war, airplane manufacture, constantly demanded her services there, as did also the training schools.

Our agents have an expert knowledge of the jobs women can perform. We have had agents regularly assisting employers on problems connected with the utilization of woman labor in Boston, Birmingham, Cleveland, Chicago, Detroit, Los Angeles, Minneapolis, Philadelphia.

We have made several extended investigations of key war industries in order to be fully informed of the most recent industrial conditions and methods, so that we can give further advice as to the jobs that women can best perform. Those studies include the Airplane; Small Arms Ammunition; Artillery Ammunition; Instruments; and Gun industries (including the situation in Canada). Published reports on these industries are available and are now being used extensively by manufacturing concerns in employing women to the best advantage. Few if any of these firms have reached their maximum employment of women. Most of them have been visited more than once. Many of these, as well as other plants are requesting further return visits for assistance with pressing woman-power problems.

WOMEN'S BUREAU POLICY AS TO ORDER OF EMPLOYING WOMEN

The Women's Bureau has worked out a definite policy as to priorities in the employment of woman power. This should apply at the present time, and may be further developed as the situation progresses. It includes the following:

1. First to be employed should be those with factory experience who have lost their employment because of priorities in materials and plant adjustments to war production.

2. Then the 1 million or more women registered with the Employment Service who are seeking work.

3. Then, if necessary, the nearly 800,000 girls who will come out of the high schools and colleges.

4. Women caring for their homes, particularly those with small children, should not be asked to go into the factories and workshops unless it is absolutely necessary. They can be much more helpful to the Nation by staying in the home and taking care of the children. (Of course provision must be made for many cases where it is necessary for the women to work.)

RECRUITMENT OF WOMEN AND WAGE STANDARDS

A central problem in securing and holding the necessary woman labor force obviously is that of wages. The Women's Bureau recently has obtained wage data from nearly 80 war plants. In only about half of these was the minimum entrance rate the same for women as for men. Of the aircraft plants visited, many of which were newly opening and all of which were newly employing women, over 80 percent were paying the same entrance rate to women as to men; but of the ammunition plants where some women long have been at work, nearly 85 percent paid a lower entrance rate to women than to men. Moreover, our reports show time and time again that the highest rate for women is below the lowest for men. This method of payment of a lower rate for women than for men, although women are taking men's places, doing the same kind of work, giving the same production, can be construed to be a cut in wages, and it usually amounts to that, and is not warranted. It should be the same rate of pay for the job, and not because a man or woman is employed. This question we have been taking up with the Unions and with unorganized women workers. The Unions are ready to include eliminating differentials among their requests when they have cases before the War Labor Board.

LIVING CONDITIONS OF WOMEN WORKERS AND REDUCED LABOR TURNOVER

Of prime importance to production, as well as to health and safety of women workers, are living conditions in war-plant communities. The Women's Bureau has had reports of high turnover among women, as well as too great absenteeism, in certain particular plants. We visited these and in some we found plant or employment conditions contributing to this; in others we found that shortages of needed woman labor, high turnover, and absenteeism were caused by certain community conditions, by poor transportation, poor housing, lack of available facilities for food. It is obvious that a worker must be able to get to the work place. An hour or two each way spent daily in getting to work takes precious time and dissipates energy that should go into greater working efficiency. The transportation problem will become more serious with tire shortage, since in many instances the majority of workers still commute 35 to 50 miles in private cars. This will intensify the problem of adequate nearby housing.

The food problem has been particularly bad. There have been no restaurants and no facilities in the dormitories for the women to get food. Sometimes it has been as far away as three miles. It was, of course, thought that the women would get the food at the plant, but that was not possible for three meals a day. The transportation was such that it only took them to the plant in time for their work, and it was hard to find a place to get breakfast. They could only get a sandwich for lunch; often their work was located so far away from the cafeterias in a big plant that half an hour was not time enough to get there and back to work. Then, too, the first shift came off about 3:30 or 4:00 o'clock and that was too early to have dinner. So all three meals usually had to be make-shift. Obviously this will soon cause ill health and absenteeism. Many workers will leave such a job and go elsewhere as soon as possible. Where women are unsuitably housed and fed there will be high labor turnover.

Good living conditions will cut labor turnover to a minimum. That is especially true in the industries that are being located in the smaller towns or in rural communities. We have made intensive investigations of some 17 or 18 areas where war plants are employing very large numbers of women. In a number of these we have found the living conditions far from what they should be. High labor turnover, absenteeism, illness, and lack of labor supply were resulting. We have held many conferences with Government housing authorities and representatives of the Office of Defense Health and Welfare on the problems of working women. Mr. Blanford the other day was telling you what they are trying to do to remedy these conditions. Our reports on these communities have been used, too, by the service organizations, such as the Y.W.C.A., the National Catholic Community Service, the National Travelers' Aid Society, the women's clubs and others that are not strictly service organizations. If greatest efficiency is to be reached, there is continual need for the Women's Bureau to investigate and follow up the community conditions surrounding women workers.

SUMMARY To summarize what I have been saying:

The Women's Bureau staff has equipment needed by the Manpower Board.

The Women's Bureau has a staff experienced in the solution ofthe problems of woman workers.

The Women's Bureau recently has made detailed first-hand examinations of the processes women now do and can do in key war industries. Such surveys also are continuing.

The Women's Bureau is responding to continual requests to assist employers with their problems of woman labor, both by conferring with individual employers, and also through the printed word in bulletins that are much in demand.

The Women's Bureau has field agents located in a number of important industrial regions who give continual assistance in securing best utilization of the woman labor supply.

The Women's Bureau has developed effective policies as to the employment of women, and is equipped by experience to extend these policies to cover new and growing needs.

U. S. DEPARTMENT OF LABOR
WOMEN'S BUREAU
Washington

Copy

July 7, 1942

To: Mr. Tracy, Assistant Secretary

From: Mary Anderson

Re: Stabilization of Wages in the AIRCRAFT INDUSTRY

I am writing this memorandum in behalf of the women workers in the Aircraft Industry. If stabilization of wages is to be the outcome of the inquiry now being conducted, we wish to draw your attention to the fact that freezing wages at the present level would result in injustices to thousands of women. A large majority of these women are doing the same or similar work as that done by men and yet are being paid at lower wage rates.

Although the aircraft industry has gone farther than many others in eliminating sex wage differentials, 4 of the 33 leading aircraft assembly plants, most of which have been surveyed by the Women's Bureau agents, pay lower entrance rates to women than to men. In three plants women's rates were 10 cents an hour less and in one 5 cents.

Should the Government stabilize wages in the aircraft industry without first eliminating wage differentials for men and women employed on the same type of work, a most unfair type of wage practice would become entrenched through what would appear to be Government approval. The situation would be extremely serious in industries where such differentials are far more common than in the aircraft industry.

We are concerned about these differentials not only because of the unfairness to women, but because of the effect of such differences on the whole wage structure. If women can do a job successfully for 10 cents an hour less than men, why pay more to any one? When keen competition for jobs again occurs, men may be forced to accept the rates set for women and a general cut in the standard of living will result.

An important trend away from differentials in the wages of men and women is noticeable throughout the country. The Fair Labor Standards Act, which permits no differential based on sex, has done much to stimulate this trend. Michigan has a law which prohibits discrimination in the payment of wages to men and women doing the same or similar work. The constitutionality of this act has been upheld by the Supreme Court of the State. Recently the General Motors Company was ordered by the court to pay $55,690 to 29 women who had been paid less than men for the same or similar work. This movement should be encouraged and sanctioned by the Government wherever possible. No policy of wage stabilization should be adopted by an official government agency which does not provide for the elimination differentials based on the sex of the workers.

A case is now pending before the War Labor Board in which the Union is asking for the elimination of such differential. The General Motors Company of Dayton is the offender. The Women's Bureau made an investigation in Dayton and found that women were doing the same work as men, but were paid as much as 20 cents an hour less. We have submitted a brief to the War Labor Board in behalf of the women workers in this case. The Women's Bureau stands ready to make similar investigations of any industry in which this situation exists, and to submit our findings to any agency charged with the authority to remedy such conditions.

Enclosed you will find a table showing the entrance rates paid in aircraft assembly plants, and the extent to which the same rate applies to men and women.

U. S. Department of Labor
WOMEN'S BUREAU
Washington

Minimum Entrance Rate for Men and Women Productive Workers in Aircraft Assembly Plants

Location and name of plant		Minimum entrance rate same for men and women
Michigan		
Ford	Willow Run	95 cents
New York		
Bell	Buffalo	65 "
Bell	Niagara	65 "
Curtis-Wright #1	Buffalo	60 "
" " #2	"	60 "
Washington		
Boeing	Seattle	62½ "
California		
Consolidated	San Diego	60 "
Douglas	El Segundo	60 "
"	Long Beach	60 "
"	Santa Monica	60 "
Lockheed	Burbank	60 "
Vega	Burbank	60 "
North American	Inglewood	60 "
Northrop	Hawthorne	60 "
Ryan	San Diego	60 "
Vultee	Downey	60 "
Connecticut		
Vought Sikorsky	Stratford	60 "
Kansas		
Boeing	Wichita	60 "
Cessna	"	60 "
North American	Kansas City	60 "
Ohio		
Curtiss-Wright	Columbus	60 "
Maryland		
Glen Martin	Baltimore	60 "
Fairchild	Hagerstown	50 "

Minimum Entrance Rate for Men and Women Productive Workers in Aircraft Assembly Plants

Location and name of plant		Minimum entrance rate same for men and women
Pennsylvania		
Brewster	Johnsville	60 cents
Naval Aircraft	Philadelphia	50 "
Piper	Lock Haven	30 " 1/
Missouri		
Curtiss-Wright	St. Louis	55 "
Tennessee		
Vultee	Nashville	55 "
Oklahoma		
Spartan	Tulsa	50 "

29 Plants

1/ On piece work - 30 cents is guaranteed base rate.

U. S. Department of Labor
WOMEN'S BUREAU
Washington

Aircraft Assembly Plants

Different Minimum Entrance Rate for Men and Women

		Men	Women
Pennsylvania			
Fleetwing	Bristol	60 cents	50 cents
Kansas			
Beech	Wichita	55 cents	50 cents
Texas			
North American	Dallas	60 cents	50 cents
Consolidated	Ft. Worth	60 cents	50 cents

4 Plants

Defense
General.

OFFICE FOR EMERGENCY MANAGEMENT

WAR MANPOWER COMMISSION

WASHINGTON, D. C.

Chairman
PAUL V. McNUTT
FEDERAL SECURITY ADMINISTRATOR

July 4, 1942

WOMEN'S BUREAU
JUL 6 1942
DEPARTMENT OF LABOR

My dear Miss Anderson:

This will acknowledge and thank you for your letter of June 30, enclosing complaint from Mr. Nixon of the United Electrical Radio & Machine Workers of America.

I agree with you heartily that women should be trained and that when trained, they should be put on regular work at the same entrance wage that men receive under similar circumstances. I think Mr. Nixon's move is to call the situation at Warren, Ohio, to the attention of Mr. Matles who has the responsibility for that region.

Sincerely yours,

Fowler V. Harper

Fowler V. Harper
Deputy Chairman

Miss Mary Anderson
Director, Women's Bureau
U. S. Department of Labor
Washington, D. C.

FOR VICTORY
BUY
UNITED
STATES
WAR
BONDS
AND
STAMPS

Files
Defense
Gen

June 30, 1942

Mr. Fowler Harper, Deputy Chairman
War Manpower Commission
Room 5242 Social Security Bldg.
Washington, D. C.

My dear Mr. Harper:

Enclosed you will find a complaint that I have received from Mr. Russ Nixon of the United Electrical, Radio & Machine Workers of America.

There is, of course, no complaint against the women being brought in to be trained, but when they are put on the regular work they should receive the entrance salary that the men did under similar circumstances, that is, there shall be no reduction in wages because women are taking the jobs.

Sincerely yours,

Mary Anderson, Director

MA:IS

Albert J. Fitzgerald, Gen. Pres. Julius Emspak, Gen.Sec. Treas. James J. Matles, Dir. of Organization

(COPY)

UNITED ELECTRICAL, RADIO & MACHINE WORKERS OF AMERICA
Affiliated with the Congress of Industrial Organizations

Russ Nixon
Washington Representative
1029 Vermont Ave., N. W.,
Washington, D. C.
Republic 0555

General Office
261 Fifth Avenue
New York City

June 24, 1942

Miss Mary Anderson
Head of Women's Bureau
Department of Labor
Washington, D. C.

Dear Miss Anderson:

I wish to call your attention to a situation at the Packard Electric Division ofthe General Motors Corp. in Warren, Ohio, which involves the training of women for certain jobs in that plant. There is attached a memorandum which sets forth the facts in this case.

I am sure that you are aware of the fact that the UE has taken a leading role in developing the status of women in industry and in attempting to gain "equal pay for equal work". We are concerned, therefore, with the attempts of this company to evade the proper procedures in preparing women to do this work now being performed by men.

It is my thought that you may wish to take some action in this situation.

Yours sincerely,

(Signed) Russ Nixon

Encl.(1)
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Albert J. Fitzgerald, Gen. Pres. Julius Emspak, Gen. Sec. Treas. James J. Matles, Dir of Organization.

(COPY)

UNITED ELECTRICAL, RADIO & MACHINE WORKERS OF AMERICA
Affiliated with the Congress of Industrial Organizations

Russ Nixon
Washington Representative
1029 Vermont Ave., N. W.,
Washington, D. C.
Republic 0555

General Offices
261 Fifth Avenue
New York City

June 23, 1942

MEMORANDUM

Re: Packard Electric Division of the General Motors Corporation, Warren, Ohio.

1. A serious situation has arisen with regard to the training of women at rates below the existing probationary scale at the above plant to replace recently trained male welders of aluminum ignition tubes.

2. Approximately 30 men are now employed welding these tubes for the Allison liquid cooled motor. These men were carefully selected by the personnel office to learn this work. Within the past few weeks, however, girls have been brought in after the men have left in the evening, for the purpose of teaching them welding. However, they have not been paid the regular probationary rate paid men for the same work.

3. The union has taken this question up with the management, pointing out that they had no objections to girls learning the work if it had not been done in this underhanded way, and if they were securing the proper wage rate, and if there was adequate provision made so that the men would not be squeezed out entirely. They were given no assurances that they would even be given comparable work. The situation is aggravated by the fact that these welders have been putting forth extra effort in the "Beat the Schedule Program" only to find that they were penalized for their effort by having their working time cut from 6 to 5-1/2 days a week. The plant manager did not deny that they were deliberately being penalized for pushing their program for increasing production.

4. The effect of these practices has been to demoralize the workers in the plant who are solely concerned with an opportunity to produce vitally needed parts for airplanes.

War Manpower

January 19, 1942.

Miss P. Braslow,
War Manpower Commission,
1825 H Street,
Washington, D. C.

Dear Miss Braslow,

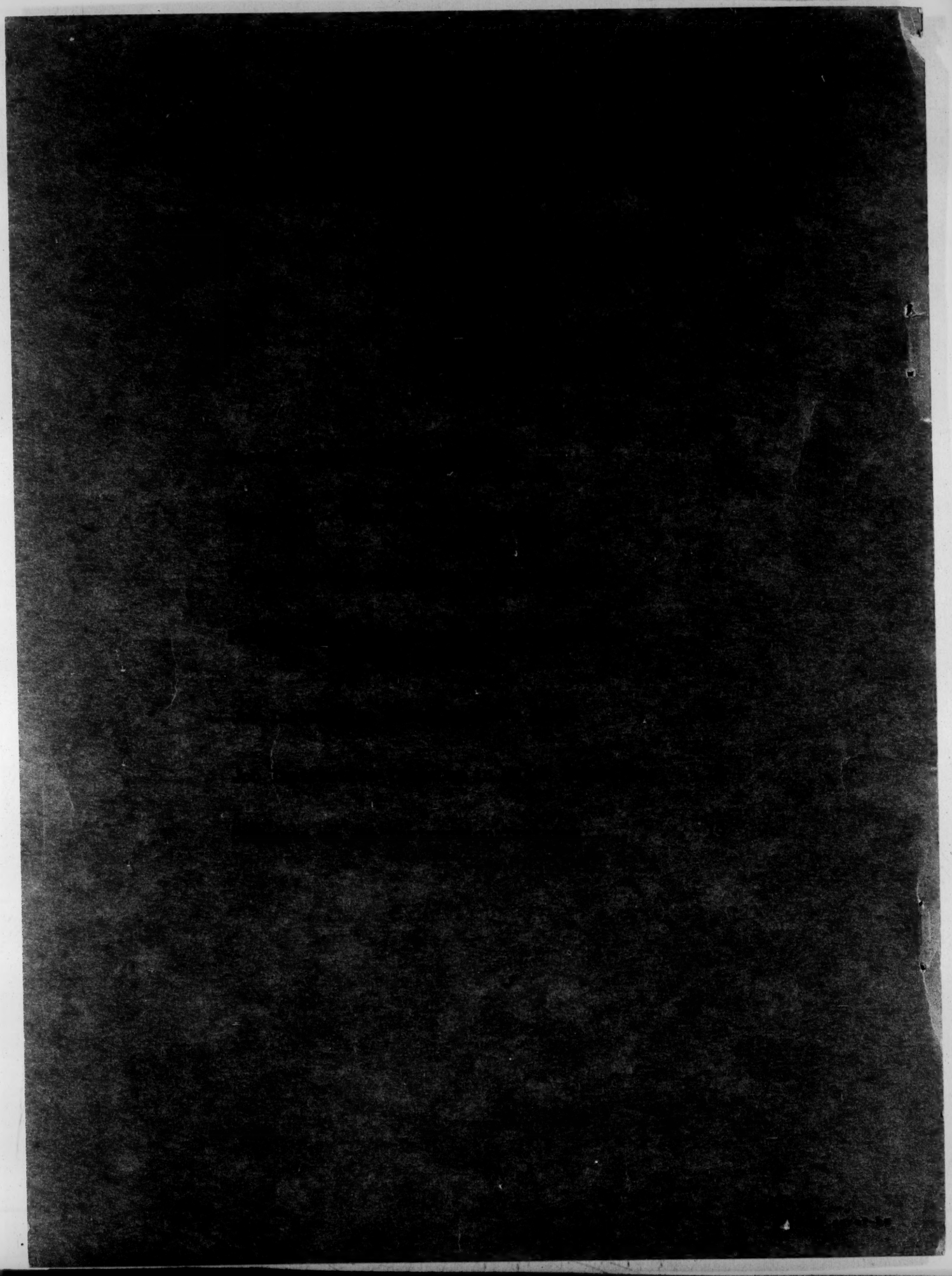
I am enclosing the list of jobs on which women are employed in shipbuilding, about which I told you in our telephone conversation. This is merely a preliminary list, but is all we have now until final reports come in from our agents. I hope you will find it helpful.

Very truly yours,

Mary V. Robinson, Director,
Division of Public Information.

MVR
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Encl.



TRAINING WITHIN INDUSTRY

SECOND ANNUAL PROGRESS REPORT

September, 1942

In the two years spanning the defense period and almost one year of war, Training Within Industry has given advisory assistance, mapped training programs, provided training, or otherwise served 5,753 plants. In these establishments 5,604,990 men and women are employed. These plants include most of the large war production contractors of the country.

The promotion stage is practically over, and the organization is a going and growing concern. The problem now is "Production."

The national organization, through 22 district offices, serves 224 industrial areas. The headquarters office and all of the district offices are directed by volunteer training men from industry who serve without compensation, some of them on a part-time basis. The field work is performed by 647 training consultants drawn almost entirely from industry (generally part time) who serve without compensation, and a paid staff of 79 training specialists plus a clerical force of 100. Only 34 persons are at Headquarters and, of these, the Director, Associate Director, and two Assistant Directors are loaned by their companies.

POINTS OF EMPHASIS FOR THE COMING YEAR

Supervisors are a key point in expanding industry which, while it is adding thousands of new workers, is also constantly being pressed for greater output. Training Within Industry looks at the training of supervisors as being divided into five segments each represented by a specific need - two kinds of knowledge and three kinds of skills:

1. Knowledge of the Work - materials, machines, tools, processes, operations, products, technical skill, and information.

2. Knowledge of Responsibilities - policies, agreements, rules, regulations, safety, schedules, interdepartmental relationships.

It is necessary for every supervisor to know his job technically and then to have a clear understanding of his local plant authority and responsibilities. Such knowledge must be supplied locally by each plant or company because both of these kinds of knowledge are constantly changing.

3. Skill in Leading - understanding individuals, sizing-up situations, working with people, getting teamwork.

4. Skill in Planning - improving job methods to use materials, machines, tools, manpower - all to maximum effectiveness and minimum waste of time and material.

5. Skill in Instructing - breaking down jobs into simple operations, making the learner receptive, presenting the instruction, trying out his performance, following up for results.

These basic skills must be acquired individually. Practice and experience in using them enable both new and experienced supervisors to recognize and solve daily problems promptly.

Training Within Industry assists war production contractors in developing the skill of leading through its Job Relations Training program, the skill of planning through its Job Methods Training program, and skill in instructing through its Job Instruction Training program.

Confidence in how to proceed, and resourcefulness, not standardized solutions and rules, are developed; these enable supervisors to get good teamwork, to give better service, and to get out more production. In no other way can production be so quickly influenced and manpower conserved.

JOB INSTRUCTION TRAINING

Bringing about the use of Job Instruction Training by war production industry is the present greatest single accomplishment of Training Within Industry. This program has now reached over 5,000 war production plants in which over 5,000,000 persons work. Over 4,000 War Production Trainers have gone from plant to plant putting on this intensive 10-hour program, resulting in the training of 227,731 foremen and crew chiefs in how to give job instruction. The program has brought a realization of other needs and approaches, and also has made certain industries more cooperative with other government programs.

Supervisors are now being trained at the rate of 7,000 to 8,000 per week. By the end of 1942, Training Within Industry plans to bring the total of industrial foremen and crew chiefs training in how to break in men on new jobs up to 300,000. A quality review will reach most of the present Trainers, and Training Within Industry is also arranging definite plant follow-ups to insure maximum use of this method.

Training for the Services of Supply

Lieutenant General Somervell has directed all units in the Services of Supply to make Job Instruction Training available to all of

their supervisors. The government arsenals and other production plants employ over 600,000 civilians and these establishments are expanding rapidly. The Services of Supply will require supervisory training for more than 60,000 persons. T.W.I. is supplying Trainers from industry to do this job, and is scheduled to complete the Job Instruction Training program by December 31, 1942. The program will be followed immediately by Job Relations Training and Job Methods Training.

This training for the Services of Supply was already under way in a number of districts before General Somervell's order. A number of districts began last spring and in the summer to put on J.I.T. programs for ordnance plants, motor bases, Signal Corps laboratories, arsenals, proving grounds, Air Corps bases, and Quartermaster depots. The program is now being extended to all the Service Commands.

Cooperation with Government Agencies

Through the Civil Service Commission, Job Instruction Training has been spread to a number of government agencies. The groups in which this training has been started include Civil Aeronautics Administration, Federal Public Housing Authority, Federal Security Agency, General Accounting Office, National Youth Administration shops, Government Printing Office, and Civil Service Commission.

Training outside of War Production Plants and Service to Government Departments

There is considerable pressure to make Job Instruction Training available to necessary civilian industries and services such as hospitals. Some of these contribute definitely, although indirectly, to the war effort. And, in other cases, non-war industries would be able to release some of their skilled workers to war production industries if through Job Instruction Training they were able to quickly train new people. Similar requests are anticipated for other T.W.I. programs. Some key individuals have been trained to carry on this work in their own organizations.

JOB METHODS TRAINING

The Job Methods Training program got under way with a master Institute in Washington early in September. The men in the session followed their formal group training by practice in various New Jersey plants which for the past six months have been cooperating in the development of this program. Job Methods Training is a practical plan to help war contractors to train line supervisors to make better use of manpower, machines, and materials. It is an outgrowth of a persistent demand for improving present job procedure resulting from Job Instruction experience. Many industrial engineers in the New Jersey area assisted with the outlining of the program and a number of plants, of varied size and with a wide range of production problems, cooperated by providing groups of supervisors for trial versions.

JOB RELATIONS TRAINING

A third 10-hour program, Job Relations Training, is being launched in October. The program was developed through the assistance of personnel men in all parts of the country and with the cooperation of plants located in various parts of the country which were selected because of rapid expansion problems. Job Relations Training helps new supervisors to acquire skill in gaining cooperation from people on the job. The demand for this program has also arisen from requests for further training from the plants which have used Job Instruction Training.

TRAINING FOR PLANT TRAINING DIRECTORS

The first Training Directors' Conference which Training Within Industry held was provided with materials and conference space by the General Motors Institute at Flint, Michigan, February 17 - 23, 1942. General Motors material on training continues to be available through Training Within Industry to all war production contractors. In preparation for the launching of this service on a national basis, four conferences were held during the summer to coach the training men of the Training Within Industry paid field staff. The major emphasis of this program is the identification of training needs and the planning of in-plant training to meet those needs. All districts are planning to make this program available to training directors of war production industries during the next few months.

The Detroit office has been holding conferences for plant training men for well over a year. Following the T.W.I. Training Director Conference in February, Cleveland inaugurated this type of service. The Philadelphia district has been holding training director conferences throughout the summer and early autumn. New York and Chicago launched their programs in September. The Pittsburgh office, in cooperation with the local personnel association, sponsored a full week's conference in September. St. Louis, Baltimore, and Newark have begun to plan for plant training director conferences.

The increase in the number of plant training directors is in many cases directly attributable to T.W.I. activity. In Michigan, the Michigan Industrial Training Council has been organized on a regional basis. In Indianapolis local training men have organized a Training Coordinators' group.

TRAINING POLICIES FOR GOVERNMENTAL AGENCIES CONCERNED IN SHIPBUILDING

At the request of the Maritime Commission, Training Within Industry has recently made an intensive study of training problems in shipbuilding. Training specialists from several shipyards assisted in the project. Best training practices were reviewed, resulting in the development of a standardized statement of fundamentals for an adequate training program in any shipyard. This statement was adopted by official action of the Maritime Commission September 22, 1942.

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TRAINING MATERIALS FOR SPECIFIC INDUSTRIES

Because of the pressure for training aids in certain critical industries, Training Within Industry has collected and made available reports on best practices in certain fields of shipbuilding and ordnance manufacture. Tool making and machine and tool repair and maintenance experience of several progressive companies are being made available.

RELATIONS WITH ORGANIZED LABOR

The entire Training Within Industry program and plans for future training work have been explained to the Advisory Committee of the War Manpower Commission. A four-man sub-committee (two from management and two from labor) has been appointed to advise Training Within Industry.

Labor cooperation has been enlisted at the headquarters level in advance of the launching of the new Job Methods Training and Job Relations Training programs. This same procedure is being followed in the districts.

Labor cooperation is vital to Training Within Industry. The International Moulders and Foundry Workers Union has issued a description and recommendation of T.W.I. services to its members, and the Steel Workers Organizing Committee has both distributed T.W.I. material and provided its training publications to the T.W.I. staff. The Pennsylvania Federation of Labor has distributed the Program bulletin throughout its membership. T.W.I. representatives have frequently appeared on the program for state and local labor groups.

Union members trained in now-restricted civilian production have been assisted in surveying their skills in order to find use for them in war production. On the west coast thousands of workers have been upgraded under a T.W.I. sponsored program involving labor-management agreements.

At the request of union members from labor gangs in the San Francisco shipyards, T.W.I. has given J.I.T. training to men who move from yard to yard too fast to be included in any training program. J.I.T. was sold to the clothing manufacturers of Baltimore through T.W.I.'s joint approach to the clothing workers and the contractors. Similarly, the Boston office has made a double-headed attack on the shoe industry.

MANAGEMENT INTEREST AND COOPERATION

The increasing number of Training Directors appointed in war production plants is a sign that many managements are recognizing training as a management function and are delegating responsibility and authority to one person in their organizations. A number of these Training Directors have been appointed through Training Within Industry's

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recommendation and, in fact, some have been drawn from Training Within Industry personnel and from J.I.T. Trainers.

The Bethlehem Shipbuilding Company has made available to Training Within Industry for reprinting and distribution to any shipyard its excellent shipbuilding manual. The Western Electric Company in similar fashion has provided a very valuable text "Job Instruction." Large quantities of these have been sold through the Government Printing Office at nominal prices.

The Foundrymen's Trade Association, simultaneously with the union, helped to sell Job Instruction Training through its headquarters endorsement. In all industrial sections of the country local groups of the Chamber of Commerce, Manufacturers' Associations, Associated Industries, Rotary Clubs, trade associations, and personnel groups have sponsored meetings at which Training Within Industry presented Job Instruction Training to large numbers of war contractors:

REPORTING - DISTRICT BY DISTRICT

Northern New England (District 1) -- "There is a marked increase, on the part of managements of war production industries, in awareness of the need for planned in-plant training, and we are receiving unsolicited requests for T.W.I. services. Both management and workers who participate in the training sessions seem most enthusiastic over the results of the 10-hour sessions. It has frequently been reported to us that not only has the training of new workers been directly improved, and the necessary time reduced, but also there has been the indirect benefit of better morale within the organization, which is largely attributed to the program. The many small war industries in New England will benefit greatly from the J.I.T. program, but will require much more field work in proportion to the number of Job Instructors certified, than is the case in dealing with larger organizations. In most cases the groups will have to be handled by outside Trainers, frequently in joint sessions." H. H. Kerr, District Representative

Southern New England (District 2) -- "The monthly J.I.T. average since February has been 7 Institutes, 63 new Trainers, 140 J.I.T. in-plant groups. At least 15 more J.I.T. Institutes are required for satisfactory Trainer distribution. Progress is attributable to acceptance by management and cooperating organizations and response to action initiated by T.W.I. J.I.T. has been demonstrated before 28 association meetings, averaging once a week, with a combined attendance of 1,668. The biggest J.I.T. job still lies ahead; the 106 plants now served include the largest. There are 735 war plants with over 100 employees and far more smaller plants. Labor organizations are well informed through personal contact and T.W.I. participation in the annual convention of the Connecticut A.F. of L. Many J.I.T. leads come from federal Apprenticeship representatives, Ordnance, and W.P.B." - A. E. Whitehill, Assistant District Representative

New York (Districts 3 and 4) -- "The first part of the past year was devoted primarily to the establishment of a good sound organization set-up for the purpose of developing helpful training service for the industrial plants involved in war production. The objective was to train a staff of personnel who, through industrial experience and creative ability, could definitely assist industries in solving their problems. Such service has been definitely rendered to a large number of plants with actual beneficial results as confirmed by many letters. The plan of approach was to contact the critical plants and conditions rather than to attempt a thin overall coverage. The introduction of Job Instruction Training served as a definite vehicle for accomplishing immediate tangible results and, at the same time, it opened the eyes of plant executives to the opportunities for additional practical in-plant training programs. There is a definite need for a continuation of the Job Instruction Training program in those plants where it has not yet been introduced. We would assume that we have now covered approximately 10 per cent of the

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field where this program will be effective. Job Instruction Training requires a continued follow-up to make its effects lasting. This is a definite task for the future. The recognition of the need for the expansion of in-plant training will be met through our efforts to work with Training Directors." - Sterling Mudge, District Representative

New Jersey (District 5) -- "Except for a few isolated cases, Job Instruction Training has been extended to every major industrial organization engaged in war work, and hundreds of smaller companies have benefited through the arrangement of combined groups. The U. S. Army Supply Centers have been able to increase production through our training programs. At Picatinny Arsenal nearly 1,000 people have had Job Instruction Training. The supervisory personnel of the Raritan Arsenal has been trained, and at the U. S. Signal Corps in Ft. Monmouth some 18 Trainers are carrying on J.I.T. The fact that so many organizations started with one Job Instruction Training group, to extend it to 10 or 50 or more groups, coupled with insistent demands for a second unit, indicate the attitude of management toward Training Within Industry. Labor, too, has been entirely cooperative, manifested particularly by local labor organizations in respect to Job Methods Training. Our staff has had the indefatigable cooperation of our panel of Training Consultants in making surveys and recommendations to those companies faced with specific training problems. Three Job Methods Training Institutes have already given the initial impetus to this unit. Not only has a tremendous training task been accomplished, but hundreds of companies who were never before conscious of the efficacy of training on the job are being permanently motivated to new training trends." - Glenn Gardiner, District Representative

Eastern Pennsylvania and Delaware (District 6) -- "We have noted a definite upturn in results, not only in management's approach to Job Instruction Training but also to training problems in general. We find that Job Instruction Training is an excellent introduction for the whole subject of supervisory training to managements which heretofore have never given it serious consideration. Many managements are recognizing the need for replacing men with women and are starting to move in this direction with evidently satisfactory results. We have had some success in convincing managements of the need for assigning definite responsibility for coordinating all of their training activities to some one individual in their organizations. We believe that the continued and sustained interest in our series of Conferences for Training Directors is indicative of management's real interest in training problems plus its determination to work out solutions for at least the most pressing of such problems. We have succeeded in developing what I feel is a thoroughly satisfactory relationship with both labor and management members of the Advisory Council." - H. W. Jones, District Representative

Maryland (District 7) -- "The program of Training Within Industry has been particularly vital to the war effort in the Baltimore area because of the community's importance in the manufacturing fields of (a) aircraft, (b) shipbuilding, (c) steel, and (d) radio and related lines. In addition to our services to these war contractors our facilities have

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been utilized by many smaller essential industries as well as branches of the armed services. Splendid testimonials as to the effectiveness of our work have been received from many of these organizations. Both management and labor have been quick to see the value of T.W.I. and the few who were slow to recognize its worth are now enrolling. In many cases J.I.T. was the first manifestation of organized training in any of the war plants. Using it as a door-opener, many companies were encouraged to start training programs which branched out to meet other vital training needs. For example, after a large aircraft plant introduced J.I.T. to its engineering department, enough interest was created to start a large-scale design simplification training program. We have had the cooperation of union officers in many circumstances where company managements have requested us to explain J.I.T. to the labor representatives of their employees. Our job today is more important than ever before. All of our promoting, servicing, and quality control efforts in this enlarged scope of activities is geared to the central theme that through shortened training time in these critical industrial times we will be helping to shorten the war." James M. Kahlert, District Representative

Atlantic Central (District 8) -- "The four principal industries in District No. 8 are textile, hosiery, shipbuilding, and furniture manufacture, and also a number of small metal industries. Due to the present emergency, all of the above mentioned industries have been hard hit with the exception of the shipbuilding industry. All of the other industries have had to change or convert their plants from the manufacture of civilian needs to war production needs. This conversion began around January 1 of this year and is still in process. It is estimated that around 60 per cent of the total number of industries in our district are now working on war production, varying from 10 per cent to 100 per cent on war work. During the organization of the Training Within Industry work in February of 1941, it was found that there were only five full-time personnel directors in this district. There are now probably around five hundred who are either working full time as personnel or as personnel and training directors. Since the conversion from civilian to war work, the interest in training has grown by leaps and bounds, with particular emphasis being placed on the Job Instruction Training program. There is beginning to be a demand also for Job Relations Training and Job Methods Training to to follow the Job Instruction Training. The prospects for this fall look very good in our district." - George G. Arthur, District Representative

Southeastern States (District 9) -- "Area Nine at the inception of T.W.I. did not have any critical need of Training Within Industry, since this section has had for the last ten or fifteen years a considerable labor reservoir, but as war industries were fast becoming located in this section training needs became more and more important. Aircraft, shipbuilding, and some ordnance plants were the particular classes of industries that first evidenced the need of much training. Steel, aluminum, power and light, and textile industries, of which there are considerable in this area, had no urgent need at first for more skilled labor. However, at present war industries of all kinds are clamoring for Job Instruction Training. The District Office has been intensely busy in getting

these trainers and urging J.I.T. as much as possible. Labor believes in Job Instruction Training and wants more of it in this area. Perhaps no section of our country is more conservative than the Southeast in adopting innovations and new policies for training. Never before in the South has industry asked that streamlined training be initiated immediately; consequently the T.W.I. set-up has a wonderful opportunity now to inaugurate more training and the whole T.W.I. pattern which the District Office has done its best to sell to Southeastern industries. My prognostication of this section will become even more highly industrialized than it is and will have some of the best training programs in the whole country, since the spirit of cooperation and willingness to help in every way toward the war effort is unanimously manifest here." J. E. McDaniel, District Representative

Ohio Valley (District 10) -- "Perhaps the best way I can sum up the progress made on in-plant training in District 10 is to express the conviction that when J.M.T. and J.R.T. are ready, we'll market both far more rapidly than we have J.I.T. Management's attitude ranges all the way from antagonistic alibis to enthusiastic endorsement. Acceptance by operating people runs the same gamut. Labor has been quite helpful in many cases. There are four reasons why I feel the trend in District 10 will be definitely up. To begin with, while we have a lot to learn about the marketing of training, we certainly know far more about it now than we did in the beginning. We have some outstanding employers thoroughly sold on J.I.T. who will do an excellent pioneering job for us on J.M.T. We have some hard nuts yet to crack, some are beginning to show slight fractures because of the cumulative results and growing endorsements among other employers. The labor market is getting worse, with the result that some of our most rugged individualists are beginning to feel somewhat less self-sufficient. With this growing realization of need, and the growing conviction that T.W.I. has some helpful answers, the prospects for the future look pretty good." - Paul Mooney, District Representative

Western Pennsylvania (District 11) -- "In Western Pennsylvania and Northern West Virginia are located many companies which produce materials and heavy products essential to war needs. These consist of such items as coal and oil, iron and steel - castings, forgings, structural forms, armor plate, aluminum, glass, pottery, cork, and lumber. Among the important manufactured products are automotive and Diesel Engines, ship-propulsion machinery, boats, tanks, guns, shells, bombs, explosives, and various other ordnance components. The district is known as the "Workshop of the Nation." Many of the older companies which have expanded to handle war contracts have long had well-organized training programs. Younger companies have found it necessary to develop such programs in order to effectively build their organizations. The T.W.I. program is being received enthusiastically both by management and by organized labor groups. Requests are being received daily for assistance in identifying training needs and promoting Job Instruction Training. Also, we are receiving many requests for assistance on methods and relations instruction. The Training Within Industry service is expanding both in scope

and extent to meet the growing demand for service. The quality of this assistance is steadily improving. Significant results in speeding the war effort have been achieved during the past two years, and substantial ground work has been laid for solving some of the after-war problems of readjustment." - Carl S. Coler, District Representative

Northern Ohio (District 12) — "We have been most successful in getting the cooperation of various industrial organizations to help us put across the T.W.I. program to groups of employees. These associations include manufacturers associations, foremen's clubs, and others. In such groups we usually talk to industrial representatives who can make policy decisions. At many of these meetings the streamlined version of J.I.T. was presented. Since April 11 we have held seven meetings of training coordinators and training directors of industries in our district, at which 59 companies were represented by 115 full-time or part-time directors. These meetings were held for the discussion of specific training problems. Those companies having standard training programs have passed on considerable information and ideas to those who were just forming training programs. We feel that the placing of training directors and otherwise influencing the manufacturers to appoint someone in charge of training is one of the most important functions of our work. We have actually chosen, trained, and placed nine directors in various industrial plants. Through our recommendations and training offered we have been instrumental in placing three additional training directors. We are certified to report that ten of our trainers have been promoted into industry or to government in responsible positions, in most cases not on training assignments, but where they will have favorable influence on in-plant training." - Oscar Grothe, District Representative

Michigan (District 13) -- "We believe we are seeing noticeable improvement in the coverage of our district. Our out-in-the state program is becoming well developed. We have placed much stress on quality instruction, and believe that our program has been reasonably strong. Many manufacturers, who a few months ago thought they needed no help on training, are beginning to appreciate assistance. The introduction of women into war work, the scarcity of workers regardless of skill, and the startling realization that men and women must be trained will speed the program. However, we still have many industrialists who simply do not realize that training is a 'must' phase of their operation. Many companies still feel that a miracle will happen, and properly qualified workers will be delivered to them on a platter. We have found labor interested in furthering our services to industry, with particular boosting of J.I.T. Some people have often been sympathetic to training, whereas their practical managements were cold to its possibilities. Our best estimate is that two-thirds of the J.I.T. job lies ahead. Nothing will be left undone to push our program as it has never been pushed before." M. M. Olander, District Representative

Indiana (District 14) -- "Training Within Industry coverage in Indiana is comparatively complete. War production plants of all types and sizes have made Job Instruction Training principles a 'must' in their

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training program. Probably the most outstanding attribute of Job Instruction Training is the simplification of converting civilian production workers into war production workers. Accurate instruction as well as accurate production is required to properly manufacture precision war machinery. It has been necessary for huge factories throughout the country to make radical changes in their production routine to furnish this country with the vital material used in total warfare. Probably one of the most noted examples of such conversion is here in Indiana. Quarrying and fabrication of Indiana limestone is, during peace time, a major industry in Indiana. However, the war has forced these companies to reduce their output of this stone to an absolute minimum and switch to the production of the necessities of war. Stone companies in Indiana have been accustomed to handling and forming into usable material for constructional purposes huge blocks of stone. Training Within Industry, its instructional programs, and its aids have made it possible for these same companies to produce minutely small tools of war." - A. E. Sinclair, District Representative

Illinois (District 15) -- "A year ago we were obliged to call war production companies, seeking to make our services available to them; there is now a refreshing change. Now they call us, seeking all kinds of assistance and information. With few exceptions, management has been very cooperative. J.I.T. has received an enthusiastic reception; and there is pronounced eagerness for J.R.T. and J.M.T. This holds true both of management, and people in plants. In the infancy of J.I.T. we used particular care in selecting our W.P. Trainers. It is becoming increasingly important that an even finer screen be set up to insure closer selection of individuals for the jobs. We feel that our pressing duty in the future now is to follow management up to see that proper use is made of such tools as J.I.T., etc., so that management is made aware of its proper responsibility to see that interest is maintained and the good tools properly utilized. We have had cases where labor representatives want to take a more active part in our program, and feel that this is going to be more forceful in the future. Ahead lies very wide expansion of the services we can render industry - a prospect to which we are looking forward with eagerness and confidence." - Paul Mertz, District Representative

North Central (District 16) -- "In two years T.W.I. has been of material assistance in converting six agricultural states into an industrial reservoir for defense. When the Lend Lease Bill was signed, the 16th District was essentially an agricultural area with a limited number of manufacturing plants, principally food processors. Today many large heavy industries, ordnance and shell loading plants are in operation, staffed and manned by employees who two years ago were mainly farmers. The benefits of T.W.I. have been attested to by management, operating executives, and labor. After initial institutes and training programs, such plants as General Mills, Inc., of Minneapolis, the Glenn L. Martin-Nebraska Company, of Omaha, Nebraska, and the Des Moines Ordnance Plant have requested and insisted upon return engagements to go deeper into

their training problems. Successful results of T.W.I. are so apparent that civic groups are promoting our activities with the smaller manufacturer, whom we have difficulty searching out and helping. This district has also received requests from labor suggesting that we approach management of specific plants to institute T.W.I. training methods in their plants. Unions give us their unqualified approval and wholehearted support. Military representatives of the Army and Navy have on numerous occasions commented on the value of T.W.I. and have been outspoken in their suggestions to defense contractors that they institute T.W.I. programs in their plants." - E. L. Olrich, District Representative

South Central (District 17) -- "The progress of in-plant training in this district has not, in our opinion, been satisfactory. The management attitude of most old-established plants (which are merely converted without any attendant large increase) has not been favorable to in-plant training and this attitude is, of course, reflected in the opinion of the operating men in these plants. We have yet to have a single instance in this district where labor has at any time raised any objections to any training which has been instituted in a plant - either as a result of our suggestions or of the initiative of plant management itself. The requests for additional assistance have, in the main, come from training directors of large plants. We have found that the greatest objection to in-plant training has come from men in such positions as personnel directors and in some instances, training directors, through the feeling that their previous methods would continue to handle their situations." - A. Earl Wyatt, District Representative

Gulf States (District 18) -- "In our report of a year ago operations were just starting in the Gulf Coast District and while many are not yet complete, due to shortage or non-delivery of material and equipment, there is much war contract manufacturing being done. For instance, war plants who are using Job Instruction Training as of this date have approximately 115,000 employees, whereas our report of a year ago showed 1,250. This larger figure will be considerably more before another year has rolled around or by the time the plants under construction are completed in this district. The war materials produced are for the most part cargo ships, Navy ships, tugs, mine-layers, landing boats, subchasers, and airplanes, airplane parts, bomber struts, shell loading, ammunition, cannons, tents, cots, blankets, magnesium metal, tank gear transmissions. Four of the largest synthetic rubber plants in the country are located in this district. There are also ammonia plants, gasoline plants, and produces of practically everything used as implements of war in this District 18 alone. It is through J.I.T. Institutes that Management has become more 'training minded' and we find more specific requests for Job Instruction Training each week as we spread the Institutes to additional industries. We have requests currently from ordnance plants that are scattered in all directions from our headquarters, and we have a request from the Commanding Engineer of the Engineering Department at Camp Claiborne, Louisiana, which is in addition to the war contractors who are requesting training at this time. Besides the firms reported in our weekly reports, we have J.I.T. Trainers situated in eleven Sub-Depots

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in Texas alone, which are sub-stations out of the large Duncan Field Repair Depot at San Antonio." - Tracy Word, Assistant District Representative

Rocky Mountain (District 19) -- "Our district is made up mainly of small plants; the largest plant in the district employs 16,080 workers, but many plants employ less than 50. The 10 largest plants in our district employ 49,104 workers, which leaves a balance of about 20,000 workers distributed through 154 plants. The employment in this district is diversified, consisting mainly of small manufacturing concerns, coal and metal mining, retailing, and agriculture. There has been a rapid increase in the number of persons employed in the manufacturing industries, due to the war program. The most important war industries include steel, munitions, fabricating of ship hulls, rubber, trunks, trucks, and sugar. We have already rendered service to the greater percentage of these manufacturing concerns. In addition, we have entered very definitely with J.I.T. into the coal mining properties of both Utah and Colorado. In Utah, considerable work has been done with smelting companies, and in Colorado, the way is paved through the Metal Mining Association for adapting the program to the non-ferrous metal mines of the state." We have had splendid cooperation from labor advisers and labor organizations." - George M. Kirk, District Representative

Southern California (District 20) -- "The adoption of in-plant training in the Pacific Southwest has progressed steadily during past months, but the step-up in recent weeks is noteworthy. In-plant training now is recognized by management as the solution to the need for production workers and its principles are acceptable to labor groups. Management's changed attitude is mainly due to our acute labor supply condition and to the proven effectiveness of the Training Within Industry program. Remaining employables are persons totally inexperienced in the fields where employment opportunities exist and many lack industrial background. Benefits derived from Training Within Industry programs are becoming widely known. The success of Job Instruction Training has resulted in numerous inquiries from plants which have only heard of its effectiveness; there are many additional inquiries from plants which have been served with Job Instruction Training for assistance in other phases of supervisory development such as our Job Relations Training and Job Methods Training and the consideration of supervisory conferences. There is every indication that practically all resistance to training which existed formerly in many quarters has been replaced by a desire for our services. Properly planned upgrading, improved supervision, and correct job instruction have produced a desirable effect on morale and caused operating workers to look with favor on our program. The outlook for the coming months is for greater activity in supervisory development and for a more general application of in-plant training." - Charles H. Fishburn, Assistant District Representative

Pacific Central (District 21) -- "We have served 44 per cent of the firms and 76 per cent of the employees in the district. The fact that we have assisted practically all of the large war industries does not mean

that our job is complete. In fact, many of these have only recently felt the shortage of skilled help sufficiently to call on us for assistance. There is much to be done in the development of in-plant training programs for skilled labor, but the immediate and probably most important job is in the field of supervisory training and the establishment of the position of training coordinator in many of the companies. During the past year our Trainee Program was put into operation. On August 1, ten months after its inception, there were 24,728 men in eleven shipyards carrying special Trainee Cards as provided by this written agreement with the unions supplying men to these yards. Over 7,500 men had completed the six months' upgrading period and had arrived at the status of journeyman specialist. During that time this office was instrumental in calling together management representatives and labor unions to draw up standards for apprenticeship indentures in the shipyards. Our part in this was calling the meeting together and turning it over to Mr. Archie Mooney, Secretary of the California Apprenticeship Council. Standards have been adopted, and have been signed for several certain crafts in the shipbuilding industry. These were the first standard apprentice programs in any shipyards in this area. No review of this experience can properly omit comment on the far-reaching effect of the cooperation of the labor unions. Through the labor advisers from both the A.F. of L. and the C.I.O. the training program has been greatly accelerated." - Alexander R. Heron, District Representative

Pacific Northwest (District 22) -- "The development of meeting the obligations of Training Within Industry as a contribution to the war production effort, during the past year, we believe has resulted in a real contribution in the way of rendering material assistance in the problem of rapid organization expansion which is a prerequisite in industry to meeting contractual obligations to the government. The efforts which have been most successful have been the Job Instruction Training program; the training of skilled and semi-skilled classifications through agreements between labor and management in the shipbuilding, aircraft, and allied-metal trades industries; and the promotion of the plan to develop continuous improvement in the overall training program through the employment of plant training directors. The attitude toward Training Within Industry service on the part of both management and labor, and the public in general, we believe has been exceptionally good. We are continuously receiving specific requests for such additional service as Job Relations Training and Job Methods Training. It is gratifying to note that T.W.I. service is being accepted in all types of industry involved in the war effort as is evidenced by the number of plants involved. As an example we now are definitely engaged in training labor in practically all government installations which are directly involved in the war effort. In forecasting the service which is required and which we are prepared to furnish in the future, we see an ever-increasing demand for the particular type of training which we have to offer and a ready acceptance by all agencies which have contractual obligations to meet in connection with war production." - H. G. Winsor, District Representative

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PLANTS SERVED AND NUMBER OF EMPLOYEES

District	Plants Served	Number of Employees	District	Plants Served	Number of Employees
1	252	300,000	13	572	534,953
2	106	229,016	14	159	174,382
3 & 4	319	336,434	15	477	372,261
5	857	427,246	16	79	86,443
6	260	297,531	17	102	182,592
7	41	152,002	18	70	122,736
8	110	112,749	19	164	70,927
9	115	172,650	20	189	327,849
10	227	186,915	21	109	160,590
11	551	547,340	22	490	309,056
12	504	501,318	TOTALS	5,753	5,604,990

PLANTS DELEGATING TRAINING RESPONSIBILITY TO A TRAINING DIRECTOR

District	Plants Served	Number of Employees	District	Plants Served	Number of Employees
1	26	100,000	13	48	270,103
2	9	59,000	14	14	46,332
3 & 4	50	219,489	15	33	139,130
5	23	75,411	16	11	42,794
6	17	111,107	17	18	137,581
7	17	133,590	18	17	88,235
8	9	107,996	19	5	31,430
9	8	52,000	20	36	268,342
10	26	65,417	21	8	97,150
11	11	30,705	22	14	126,819
12	37	224,631	TOTALS	367	2,127,262

JOB INSTRUCTOR TRAINING SCORE SHEET

September, 1942

T.W.I. District	No. Institute Conductors available for assignment	No. W.P. Trainers available for assignment	No. Plants Served and Being Served	No. Employees in Plants Served	No. W.P. Job Instructors
1. Upper New England	5	214	252	215,050	9,012
2. Lower New England	9	274	118	234,265	9,041
3 & 4. New York	6	354	319	336,434	10,328
5. New Jersey	2	159	801	348,165	19,852
6. E. Pa. & Delaware	3	157	317	325,428	12,693
7. Maryland	5	125	45	160,052	7,694
8. Va., N. & S. Car.	4	280	78	69,568	1,583
9. So. Eastern States	3	186	110	133,000	4,428
10. Ohio Valley	8	307	191	158,544	7,102
11. W. Pa. & N. W. Va.	2	457	578	558,458	15,386
12. Northern Ohio	5	197	535	513,136	18,157
13. Michigan	4	160	235	325,000	15,514
14. Indiana	7	300	155	174,282	11,379
15. Ill., S. & E. Wis.	7	291	435	362,194	15,607
16. N. Central States	2	124	104	94,298	4,840
17. S. Central States	1	87	112	185,382	7,989
18. Texas & Louisiana	5	40	78	138,852	8,088
19. Colo., Wyom., Utah	5	97	80	64,069	3,138
20. S. Calif., Arizona, New Mexico	2	95	92	252,922	11,299
21. N. Calif., Nevada	2	69	107	154,250	9,532
22. Pacific Northwest	2	142	243	284,330	9,977
TOTALS	89	4,115	4,985	5,087,679	212,639

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JOB INSTRUCTION TRAINING IN MAJOR INDUSTRIES

Industry	Number Plants Using J.I.T.
Airplane & Parts	135
Aluminum & Aluminum Products	24
Automobiles & Accessories	102
Ceramics & Clay Products	32
Chemicals, Dyes & Synthetic Products	74
Clothing	112
Electric Apparatus & Equipment	221
Explosives & Powder & Artillery	56
Food Products & Canning	74
Glass & Plastics & Cork	85
Iron & Foundries	139
Leather Products	32
Lumber & Millwork	56
Machinery & Tools	548
Metals, Alloys & Specialties	314
Oil, Oil Products & Gases	37
Paper, Paper Products & Printing	103
Pharmaceuticals & Surgical Supplies	40
Precision Instruments & Meters	86
Public Utilities	78
Radios & Equipment	92
Roofing, Building Supplies & Paint	71
Rubber & Rubber Products	87
Shipbuilding	86
Steel & Steel Products	274
Textiles	99
Uniforms, Canvas & Supplies	36
Optical Goods & Lenses	25
Miscellaneous	134
Ordnance	105
T O T A L	3,357

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COMMENTS ON JOB INSTRUCTION TRAINING

THE ASSISTANT SECRETARY OF THE NAVY

Washington

21 September 1942

Dear Mr. Dooley:

Recent reports indicate that the Job Instructor Training Program prepared and made available to all war contractors by the Training Within Industry Division of the War Manpower Commission is an effective training procedure for the development of supervisors and lead men. It is well adapted to the need for job training where specific skills must quickly be developed and the "know how" of a job effectively conveyed by the experienced employee to the inexperienced employee.

To assure maximum output from our war production industries, it is essential that those who have not already done so, employ sound plans for training the tens of thousands of unskilled workers who must be employed. Navy contractors who do not have organized training programs in their plants who are now faced with the necessity of training large numbers of new employees should be greatly interested in the practical help which is available to them through the utilization of the Job Instructor Training program. It is not a schoolroom method but one which every foreman and lead man can use daily in his job of breaking in new men and women and upgrading present employees to more responsible jobs. This program will, if properly applied, shorten the time for getting new workers into production, reduce spoilage, safeguard against damage to equipment, reduce tool breakage, and tend to reduce accidents.

In writing this letter, may I express the hope that, in view of the urgent need for increased production, management will take full advantage of the valuable service provided by your organization. It is my understanding that the Job Instructor Training service is made available by experienced men without direct cost to war industries.

In case you wish to use this letter in connection with the promotion of your program, you may feel free to have it duplicated.

Very truly yours,

/s/ Ralph A. Bard

C. R. Dooley
Director
Training Within Industry
War Manpower Commission
Washington, D. C.

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FROM A RAILROAD

"With almost twenty years service with the railroad, not always as a Supervisor, I had believed that, starting from the bottom up, learning as advancing, I had gained a very comprehensive knowledge of and about handling men. I wish to state that it was certainly a revelation to me the brief and efficient manner in which Mr. Campbell presented the J.I.T. outline to us. Many situations that we buried in daily contact brought themselves up in a new and important light, as well as a great many new factors that we had never considered before. This service was of such great interest to me that I believe I could take course after course and still gain new knowledge each time.

"So I thought I would drop this brief note to you, gentlemen, in behalf of the other men as well as myself, complimenting you on the good we feel you have done. We are satisfied we will accomplish a great deal as a result of this training. For us, you can record it as "Another Job Well Done." - Roundhouse Foreman

FROM A METALLURGICAL PLANT

"After over thirty years in non-ferrous metallurgy, and having had to learn many different occupations in my climb from student chemist to Asst. Superintendent in charge of operations in one of the world's largest copper smelters and refineries, I can say with authority that my path would have been a lot smoother for myself, and for the hundreds of foremen and workmen whom I had to instruct, if my former superiors and I had had some scheme of systematic instruction such as the J.I.T. Training Course which I recently was privileged to go through.

"Simple? Yes, but systematic and complete, and especially valuable in this industry where so few know the details of the many necessary operations and where thousands will eventually have to be taught operations which are quite strange to them.

"Thanks to your clear exemplification of the course, your extraordinary ability to note the missing details in our Job Breakdowns, and, above all, your remarkable patience, the complete set of Job Breakdowns prepared under your supervision, together with 'How to Instruct' and 'How to Get Ready to Instruct,' will simplify the big job we have ahead of us. It will also, and this is important, enable foremen and superintendents in a short time to delegate operating details to their assistants and workmen, to the end that they may give more attention to their real jobs, those of supervision.

"While I do not have direct authority over workmen or subforemen in as far as teaching them operating details is concerned, I am pleased to note a uniformity in all shifts doing the same operations and am convinced that methods in job breakdowns are being closely followed in the Operating Departments, and I will do my utmost to see that there is no slackening in future months." - Night Superintendent

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FROM A CONVERTED TYPEWRITER PLANT

"It has been interesting the way our follow-up of J.I.T. has evolved. In the usual confusion and rush of a conversion to war work, it was almost impossible to focus much attention on Job Instruction.

"We had used milling machines on typewriter production, so, of course, had operators with 10 and 15 years' experience. However, we had a great many new type millers with automatic fast carriage feed to the cutters. Within a week, two operators failed to get the stops set and the work crashed into the cutters at high speed. Of course, the cutters were ruined. Translating the dollar damage into training costs, over 1,000 men could have been properly trained with J.I.T. at the cost of the damage to the tools. But even the dollar loss was secondary to the time needed to replace the cutters.

"Our plant engineer immediately made a strong point of the lack of instruction and our plant manager supported him beautifully. Consequently every job now gets a job breakdown and definite men, who have J.I.T. training, are responsible for instruction on each shift. Every operator gets definite Job Instruction, regardless of past experience. The savings in dollar losses, and more important in machine time loss, will be enormous.

"I thought you would be interested in this as, in practice, the most difficult problem is how to get such an excellent tool into actual use. Probably any plant can find a similar example to focus everyone's attention to the need for really using J.I.T." - Training Supervisor

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A master breakdown for each job in the Finishing Department of a California plant of the Aluminum Company of America has grown out of J.I.T. Each supervisor prepares a breakdown of a given job and the master breakdown is worked out in a supervisory meeting.

A rigger foreman in the Pacific Northwest reports that he knows now that he often antagonized men by telling them what they already knew - now he takes the time to find out, and complete use of the four-step method of instruction has cut training time in half. He feels that he has also benefited in his own work, saving one-third of the time on jobs he performs.

A union business agent reported to T.W.I. that his men had heard of J.I.T. and wanted it, but that so far the west-coast shipyard where they are employed had not scheduled them. Accordingly, they are being J.I.T. trained in their hiring hall.

A West Virginia Construction Company reports job breakdowns and J.I.T. have made tearing down and re-assembling a bulldozer a job which can now be handled by unskilled labor.

6-1730 p21 bu-

Giving J.I.T. to only one end of an assembly line in an Ohio plant resulted in such a pile-up that time had to be called to train the others.

Johnson & Johnson is building a new gas-mask plant in New Jersey. Since only one out of twenty employees will have had previous experience, and those men will be at the new plant only temporarily, all supervisors are getting J.I.T. before the plant goes into operation.

The J. J. Little & Ives Company, New York, reports that a great deal of overtime had been worked because breaking-in unskilled help seemed too difficult. J.I.T. has meant the stopping of overtime.

J.I.T. will help the state of New Jersey to train fifteen to thirty thousand workers who have failed to pass physical exams for military service and who are now being placed in war production industries.

Twenty-eight out of the first thirty men trained by J.I.T. at Douglas Aircraft became supervisors within six months.

The T.W.I. program, including J.I.T., is credited by Associated Shipbuilders, a Pacific Northwest yard, with its 60 per cent decrease in time taken to build a seaplane tender.

As a result of good experience with J.I.T. in California, the program was presented and sold to Management of U. S. Rubber at its Detroit headquarters. Now it is prescribed for all their plants.

Essex Wire Corporation, Detroit followed up J.I.T. with intensive work on job breakdowns and scrap control - one month's scrap decrease, 34 per cent.

A supervisor in charge of the diamond bore machines at Detroit Aluminum & Brass credits J.I.T. breakdowns with a 25 per cent increase in production.

Mines Equipment, St. Louis, is following up J.I.T. by breaking down every job. And, as a result of J.I.T., some molders are as well trained in a week as men who have been on the job for months.

In two days an Ohnite Manufacturing Company employee reached the previous three months' output record.

Training for grinding a quartz crystal was reduced from three weeks to three days.

Iowa Ordnance plant credits J.I.T. with an 11 per cent improvement.

Acme Steel reports that competent head operators are now produced in thirty days instead of six months, and truck drivers in four days instead of six weeks.



TRAINING WITHIN INDUSTRY

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WAR MANPOWER COMMISSION

MORE PRODUCTION THROUGH TRAINING

The

TRAINING WITHIN INDUSTRY PROGRAM

August 1942

Bulletin No. 1

TRAINING WITHIN INDUSTRY PUBLICATIONS

Bulletins

1. **The Training Within Industry Program.**—Service to war production contractors, policy of TWI, headquarters and field personnel.

2. **Upgrading.**—Moving employees within an organization to develop and use each to the maximum of his abilities.

2A. **Training the Production Worker.**—Successful industrial practice in getting new workers into production with minimum training time.

2B. **How to Prepare Instructors to Give Intensive Job Instruction.**—Giving organized knowledge of production operations and methods of instruction.

2C. **Helping the Experienced Worker to Break In a Man on a New Job.**—How to improve the training done by the man on the job.

3. **Expediting the Training of Skilled Tradesmen Through Apprenticeship.**—The development of all-round craftsmen in the emergency.

4. **Strengthening the Managerial Organization.**—Planned development for the building of a strong supervisory organization.

4A. **Expanding the Managerial Organization.**—Upgrading and training of supervisors.

4B. **Improving Supervisory Practice.**—Specific steps to take in increasing the ability of supervisors to meet their responsibilities.

5. **Training Aids.**—Training time can be shortened through the use of reliable supplementary methods and materials.

6. **Tying in Preemployment Training with On-the-Job Training.**—Sound relationships between public instruction and factory training shorten training.

6A. **Supplementary Instruction for Upgrading.**—Planning and integrating of off-the-job instruction.

7. **Increasing War Production Through Employment of Women.**—Good planning and preparation needed for the changing employment picture.

8. **Introducing the New Employee to the Job.**—Getting the new man off to the right start.

8A. **Safety on the Job for the New Employee.**—An integral part of induction and instruction.

Examples of Successful Training in War Production Industry

Precision Lens Grinding.—Volume production obtained through specializing work.

How Idle Machinery Is Being Used for Training.—Preemployment training at night.

Meeting the Need for Skilled Workers in a New Airplane Engine Plant.—Planned training for a mass-production establishment.

Training for Quick Production in Heavy Manufacture.—Producing while learning is feasible, even with workers entirely new to industry.

Organizing Manpower for a Small-Arms Ammunition Plant.—Restricted.

Upgrading in a Large Steel Corporation.—Staff training activities.

Training for the Electrical Department of a Shipyard.—Expanding the electric shop force.

All of the above publications are available through the nearest Training Within Industry District Office—see list on pages 8–11.

Available Through the Government Printing Office

(Send orders to Superintendent of Documents)

Job Instruction (Western Electric Company), 10 cents.

An Introduction to Shipbuilding (Bethlehem Steel Company), 20 cents.

The

PROGRAM

THE Training Within Industry Program was established in August 1940 by the National Defense Advisory Commission and was continued under the Office of Production Management and then the War Production Board. By Presidential order on April 18, 1942, Training Within Industry was transferred to the Federal Security Agency to function as a part of the new War Manpower Commission which now handles all problems of labor supply and training.

Underlying PURPOSE of "TWI" activity is:

> ***To assist war production industries to meet their manpower needs by training within industry each worker to make the fullest use of his best skill up to the maximum of his individual ability, thereby enabling production to keep pace with war demands.***

Training Within Industry deals exclusively with industry's own training responsibilities. It recommends that all war production plants, consistent with the terms of their existing labor agreements, give balanced and appropriate attention to the following phases of in-plant training:

1. *UPGRADING* of all classes of personnel as their experience and abilities warrant, through planned job progression, job rotation, and intensive supplementary instruction both on and off the job. Each plant should take stock of the talent and experience of its own personnel before employing new men and women.

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2. Development of *PRODUCTION SPECIALISTS* through intensive instruction on the job in basic operations.

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3. Development of all-round *SKILLED MECHANICS* through trade apprenticeship, in accordance with Federal standards, separate from production worker training, for the purpose of developing a predetermined, limited number of all-round journeyman mechanics.

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4. Development of *SUPERVISORS* through careful selection, assignment of supervisory duties of increasing responsibility, and provision for related organized help through discussions and conferences, under both plant and outside auspices, dealing with methods of instruction, methods of developing better ways of doing a job, methods of improving working relationships, and knowledge of responsibilities.

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HOW "TWI" ASSISTS WAR PRODUCTION INDUSTRY

It maintains a field force with offices in 22 districts throughout the United States, as listed in this bulletin. It is staffed by training and personnel specialists, many of whom are loaned by their companies for part-time or full-time work.

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Training Within Industry renders specific ADVISORY ASSISTANCE to war production industries in inaugurating and improving programs which they carry on within their own plants, at their own expense. There is no authority to enter a plant on any basis other than with management's cooperation. Four general types of advisory assistance, listed below, apply in most cases and are adapted to fit conditions in each specific plant:

1. Identification of training needs and recommendation of training programs to fill such needs.
2. Aid in setting up a program within a plant to meet its needs.
3. Clearing house on experience of other employers who have met their training problems. This is cleared through "TWI" headquarters and its field organization.
4. Recommending the most effective use of tax-supported employment and training agencies of the Government. Only through interpreting job requirements and the needs of industry to these agencies and interpreting their facilities to industry can maximum results be obtained from preemployment and supplementary instruction.

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In addition to the above advisory assistance, the Training Within Industry Division conducts specific intensive training programs for the development of potential, newly appointed, and experienced supervisors and training directors. The programs for supervisors require 10 hours, and for training directors 48 hours.

Job Instruction Training gives the supervisor practice in how to "break in" men on new jobs.

Job Methods Training shows the supervisor how to simplify and improve methods of doing a job.

Job Relations Training gives the supervisor pointers and practice in how to work with people in a way that gains cooperation and promotes teamwork.

Training of Training Directors gives intensified coaching in how to operate and improve complete, plant-wide training programs.

The
POLICY
approved by both Management and Labor

"LEARN BY DOING — PRODUCE WHILE LEARNING"

IN this emergency, as well as in normal times, it is good American practice and efficient business for each worker to make the fullest use of his best skill up to the maximum of his individual ability. Only through such use of the intelligence and skill of the Nation's manpower can production keep pace with war needs.

1. Additional workers should not be trained unless locally available workers of equal skill have been absorbed.

2. There are normal losses from among skilled workers due to advancement into supervisory positions, changes to other occupations, sickness, death, and retirement. These losses go on continuously, and it is necessary to bring along well-trained workers to replace them. In addition, there is need to make up for the lack of apprentice training during the past 10 years. These are the reasons why organized apprenticeship programs are so important now.

There are two important phases of apprentice training:

(*a*) A definitely planned program of experience, scheduled and assigned step by step to enable the apprentice over a predetermined time to acquire skill in various kinds of skilled work in a trade.

(*b*) For every skilled job there is related technical matter, much of which can best be taught off the job. To be effective, this related instruction must be very closely tied into the current job experience. Practice, related theory, and technical knowledge must go hand in hand. Workers, employers, and technical educators should collaborate in determining what shall be included in this instruction and how it can best be related to the work experience.

The proportion of apprentices to be trained can best be determined in local areas in numbers and programs agreed upon in joint conferences between management and interested groups of employees or by agreements arrived at by collective bargaining units.

3. In a less formal way, many workers acquire a breadth of experience by learning one job at a time and becoming skilled in that, and advancing to a higher grade of work when opportunity permits. In an upgrading program the time cannot be definite; it is controlled by available opportunities, depending upon production programs and specific vacancies as they occur. This differs from an apprenticeship program where the opportunity is controlled by advance agreement. Therefore, while craftsman experience may be gained by an apprentice in from 3 to 4 years, it may take the production specialist two or three times as long, or longer, to acquire corresponding skill and versatility through an upgrading program, and, of course, many will remain in a specialized occupation.

In times of rapid expansion when there is a shortage of skilled workers, there is no choice but that of using inexperienced workers from other kinds of work or young people without any work experience but with good orientation background gained in public vocational schools during preemployment training. Through intensive instruction on the job they must then be brought to their highest skill on a limited

operation in the shortest possible time. Advancement into more skilled work should always be made from among employees of longer experience on jobs which are good foundations for the higher skills. Attempts should not be made to displace all-round skilled workers by narrowly skilled specialists.

4. Where there is a collective bargaining agreement the employees' elected representatives should work with management in the establishment of plant training programs.

5. Management has a twofold responsibility: Foremen, instructors, and experienced workers must assist less experienced workers in acquiring new skills; and as far as possible they should see that employees who have the desire and capacity for advancement be not kept indefinitely on jobs requiring skill in single operations. The supervisor therefore has the responsibility of developing his men and should acquire special skill in instruction just as he must acquire the skill of maintaining good relations with his men and the skill of improving technical production.

Apprenticeship, upgrading, and supervisory training programs within industry are greatly implemented by making available opportunities for individuals to get instruction and related knowledge which enable them to fit themselves for advancement. Whether these facilities are made available by public educational institutions, employers or organized labor groups, it is essential that there be continuous consultation between workers, management, and educators. Only through such cooperation can the instruction be of immediate practical value.

Such philosophy, such practices, and such consultation should result in well-balanced training programs, and bring about an orderly and an effective approach to creating and maintaining a supply of competent workers available to meet the rapidly increasing needs of war industry. Training Within Industry promotes these policies.

APPROVED ON AUGUST 21, 1942
MANAGEMENT-LABOR POLICY COMMITTEE
WAR MANPOWER COMMISSION

R. Conrad Cooper,
Wheeling Steel Corporation.

H. A. Enochs,
The Pennsylvania R. R. Co.

Frank P. Fenton,
American Federation of Labor.

John P. Frey,
American Federation of Labor.

Lt. Col. Kenneth Gardner,
N. Y. Shipbuilding Corp.

R. E. Gillmor,
Sperry Gyroscope Co., Inc.

Clinton S. Golden,
United Steel Workers of America.

John Green,
Industrial Union of Marine and Shipbuilding Workers of America.

R. Randall Irwin,
Lockheed Aircraft Corporation.

George Masterson,
United Association of Journeymen Plumbers and Steamfitters.

Walter P. Reuther,
United Automobile, Aircraft, and Agricultural Implement Workers of America.

C. J. Whipple,
Hibbard, Spencer, Bartlett & Co.

Mr. Fenton, Mr. Gillmor, Mr. Irwin, and James J. Matles, of the United Electrical and Radio Workers (alternate for Mr. Golden), are members of the Advisory Subcommittee for liaison between the Training Within Industry Division of the Management-Labor Policy Committee.

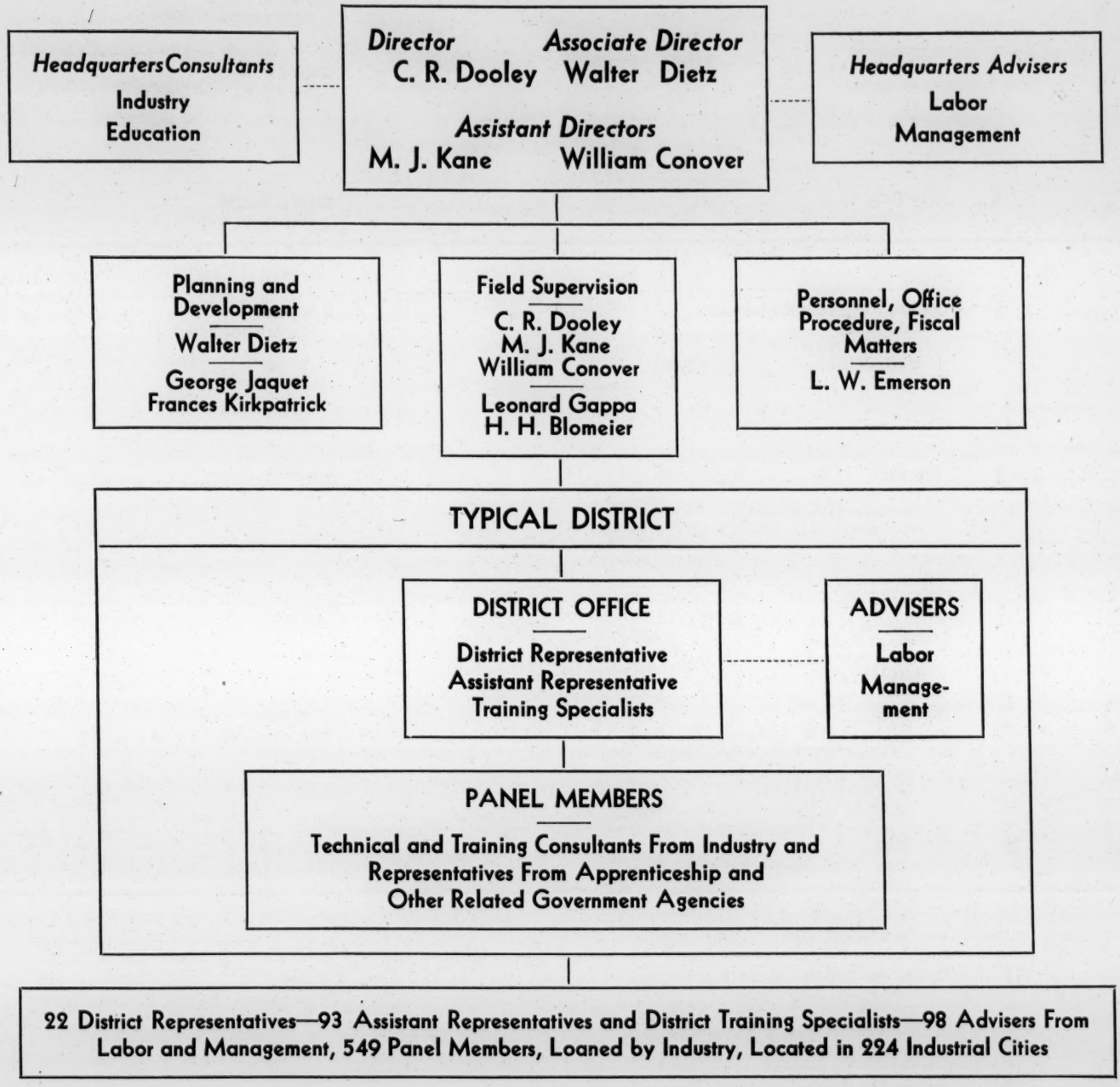
Since September 1940, Training Within Industry has been guided by a Committee of Labor and Management Advisers which issued the first "TWI" Policy statement in April 1941. The above policy statement continues the policy originally established. The members of the original committee were: M. F. Burke, C. S. Ching, E. O. Davidson, Clinton S. Golden, John Green, M. H. Hedges, R. Randall Irwin, W. G. Marshall, K. F. Ode, Walter P. Reuther, E. J. Robeson, and John E. Rooney.

WAR MANPOWER COMMISSION

TRAINING WITHIN INDUSTRY

ORGANIZATION

Headquarters: Room 4762, Social Security Building
Fourth St. and Independence Ave. SW., Washington, D. C.
Executive 4660



22 District Representatives—93 Assistant Representatives and District Training Specialists—98 Advisers From Labor and Management, 549 Panel Members, Loaned by Industry, Located in 224 Industrial Cities

FIELD ORGANIZATION

★ In addition to the names shown, each district staff includes ten or more consultants who are not listed

DISTRICT	Office Address	Representative
1	**Northern New England** Maine, Massachusetts, Vermont, New Hampshire Room 1035, Park Square Building, **Boston,** Mass. (Hubbard 0380)	**Harry H. Kerr,** Boston Gear Works, Inc.
2	**Southern New England** Connecticut, Rhode Island Room 513, 152 Temple Street, **New Haven,** Conn. (6-5186)	**Joseph Eugene Moody,** Hat Corp. of America
3	**Upstate New York** New York State (exclusive of Metropolitan New York)	**Sterling W. Mudge,** Acting Representative
4	**Metropolitan New York** Room 2026, 11 West 42nd Street, **New York,** N. Y. (Murray Hill 3-6805)	**Sterling W. Mudge,** Socony Vacuum Oil Co.
5	**New Jersey** Room 601, 605 Broad Street, **Newark,** N. J. (Mitchell 2-1114)	**Glenn L. Gardiner,** Forstmann Woolen Co.
6	**Eastern Pennsylvania and Delaware** Room 1740, 12 South 12th Street, **Philadelphia,** Pa. (Locust 3400)	**H. W. Jones,** The Atlantic Refining Co.
7	**Maryland** Room 3106, Baltimore Trust Building, **Baltimore,** Md. (Plaza 8170)	**James H. Kahlert,** Bendix Radio Corp.
8	**Atlantic Central** Virginia, North and South Carolina Raleigh Building, Fayetteville and Hargett Streets, **Raleigh,** N. C. (2-3306)	**George G. Arthur,** The Champion Paper & Fibre Co.
9	**Southeastern** Georgia, Florida, Alabama, Mississippi, Central and Eastern Tennessee Georgia School of Technology, 225 North Avenue NW., **Atlanta,** Georgia. (Hemlock 6890)	**J. E. McDaniel,** Georgia School of Technology
10	**Ohio Valley** Southern Ohio, Southern West Virginia, Kentucky Room 703-705, Union Trust Building, **Cincinnati,** Ohio. (Cherry 3740)	**Paul Mooney,** Kroger Grocery and Baking Co.
11	**Western Pennsylvania** (except Erie County) and Northern West Virginia. Room 360, Administration Building, Carnegie Institute of Technology, **Pittsburgh,** Pa. (Mayflower 2600)	**C. S. Coler,** Westinghouse Electric & Manufacturing Co.
12	**Northern Ohio** (except Lucas County) and Erie County, Pa. 4th Floor, Union Commerce Building, Chester and Ninth Streets, **Cleveland,** Ohio. (Cherry 5975)	**Oscar Grothe,** White Sewing Machine Co.

Advisers

Districts 1 to 8, inclusive

Labor Advisers—	Management Advisers—	DISTRICT
Joseph J. Kelleher, Worcester Industrial Union Council J. Arthur Moriarity, Boston Typographical Union	Clarence G. McDavitt, New England Tel. & Tel. Co. Everard Stubbs, Fellows Gear Shaper Co.	1
J. H. DeCantillon, International Association of Machinists Thomas Kearney, International Brotherhood of Electrical Workers	Carl A. Gray, Grenby Manufacturing Co. Richmond Viall, Brown & Sharpe Mfg. Co.	2
(To be appointed)	(To be appointed)	3
Thomas J. Lyons, N. Y. State Federation of Labor Gustave A. Strebel, N. Y. State Industrial Union Council John J. Brennan, Alternate, Building and Construction Trades Council	D. J. Hoose, The Texas Co. R. E. Gillmor, Sperry Gyroscope Co., Inc. J. C. Ward, Jr., Fairchild Engine & Airplane Corporation	4
Peter J. Flynn, Industrial Union of Marine & Shipbuilding Workers of America Carl L. Gylling, International Association of Machinists	Thomas R. Jones, American Type Founders, Inc.	5
Anthony Martinez, Steel Workers Organizing Committee Carl Bersing, Philadelphia Industrial Union Council Charles Sehl, International Association of Machinists David Williams, Pennsylvania Federation of Labor	Earl Sparks, Metal Manufacturing Association L. B. F. Raycroft, Electric Storage Battery Co.	6
Frank J. Bender, State Director, CIO F. N. Kershaw, International Association of Machinists	Alonzo G. Decker, Sr., The Black & Decker Mfg. Co. Stewart Cort, Bethlehem Steel Co. Charles R. Hook, Jr., Rustless Iron and Steel Co.	7
E. L. Sandefer, Director, CIO T. A. Wilson, North Carolina Industrial Commission	Edward J. Robeson, Jr., Newport News Shipbuilding & Dry Dock Co. Frederick W. Symmes, Union Buffalo Mills Co.	8
Paul R. Christopher, Tennessee Industrial Union Council Dewey L. Johnson, Georgia Federation of Labor	Ben Sinclair, Georgia Power Co. James F. Vance, Tennessee Coal, Iron & Railroad Co.	9
John J. Hurst, Central Labor Council	Lewis M. Crosley, The Crosley Corporation George A. Seyler, The Lunkenheimer Co.	10
Clinton Golden, Steel Workers Organizing Committee William G. Short, International Brotherhood of Electrical Workers	W. G. Marshall, Westinghouse Electric & Manufacturing Co. Henry D. Scott, Wheeling Steel Corporation	11
Albert Dalton, Cleveland Building and Construction Trades Council	Ray S. Livingstone, Thompson Products Co. Warner Seeley, Warner-Swasey Co.	12

FIELD ORGANIZATION

★ In addition to the names shown, each district staff includes ten or more consultants who are not listed

DISTRICT	Office Address	Representative
13	**Michigan** and Lucas County, Ohio 15 Boulevard Building, 1st floor, 7310 Woodward Avenue, **Detroit,** Mich. (Trinity 1-5500)	**M. M. Olander,** Owens-Illinois Glass Co. **O. F. Carpenter,** Associate Representative
14	**Indiana** (except Lake and Porter Counties) Room 1428, Circle Tower Building, **Indianapolis,** Ind. (Market 9411)	**A. E. Sinclair,** P. R. Mallory & Co.
15	**Illinois** (except 3 counties adjacent to St. Louis, Mo.) and 28 counties in Wisconsin, 2 counties in Indiana, and 1 county in Iowa Room 2600, 20 North Wacker Drive, **Chicago,** Ill. (Andover 3600)	**Paul A. Mertz,** Sears Roebuck & Co.
16	**North Central** Wisconsin (except 28 counties), Minnesota, North Dakota, South Dakota, Iowa (except 1 county), Nebraska 326 Midland Bank Building, **Minneapolis,** Minn. (Maine 3244)	**Ernest L. Olrich,** Munsingwear, Inc.
17	**South Central** Missouri, Kansas, Oklahoma, Arkansas, Western Tennessee, and 3 counties in Illinois Room 603, Shell Building, **St. Louis,** Mo. (Central 4206)	**A. Earl Wyatt,** Laclede Gas Light Co.
18	**Gulf District** Texas and Louisiana Room 3201, Gulf Building, **Houston,** Tex. (Capitol 7201)	**Harold Fletcher,** Hughes Tool Co.
19	**Mountain District** Colorado and Wyoming 7th Floor, 511 Sixteenth Street, Kittredge Building, **Denver,** Colo. (Tabor 3173)	**George M. Kirk,** Colorado Fuel & Iron Corp.
20	**Pacific Southwest** Southern California, Arizona, New Mexico 755 Western Pacific Building, 10315 Broadway, **Los Angeles,** Calif.	**William K. Hopkins,** Columbia Pictures Corp.
21	**Pacific Central** Northern California, Nevada, Utah Room 702, Newhall Building. 260 California Street, **San Francisco,** Calif. (Exbrook 0369)	**Alexander R. Heron,** Crown Zellerbach Corp.
22	**Pacific Northwest** Washington, Oregon, Idaho, Montana Room 957, Stuart Building, Fourth and University Streets, **Seattle,** Wash. (Eliot 6404) **Oregon District** Bedell Building, Room 1006, **Portland,** Oreg. (Broadway 0380)	**Maj. Gen. H. G. Winsor,** Puget Sound Power & Light Co.

Advisers

Districts 16 to 22, inclusive

Labor Advisers—	Management Advisers—	DISTRICT
John Reid, Michigan Federation of Labor Walter Reuther, United Automobile Workers of America	Willis H. Hall, Detroit Board of Commerce Frank Rising, Automotive Parts & Equipment Manufacturers, Inc.	13
James C. Robb, Congress of Industrial Organizations Roy Creasey, International Brotherhood of Electrical Workers	Henry C. Atkins, Jr., E. C. Atkins & Co. Lothair Teetor, The Perfect Circle Co.	14
George E. Mischeau, Steel Workers Organizing Committee Albert G. Fox, Sheet Metal Workers Union Local 115 Otto A. Jirikowic, International Association of Machinists Paul H. Steffes, United Auto Workers Local 75 Terry Kandal, Alternate, United Auto Workers Local 719	Harold F. North, Swift & Company L. J. Parrish, A. O. Smith Corporation. H. A. Schauer, Alternate, Hasco Valve Co.	15
Sander Genis, Congress of Industrial Organizations George Lawson Minnesota Federation of Labor	Harry W. Clark, Hugo Manufacturing Co. Fred Crosby, American Hoist & Derrick Co. C. L. Mandelert, Chippewa Falls Woolen Mill Co. Herbert J. Miller, Minnesota State Resources Commission Gust Olson, Jr., Deere & Co. Karl Vogel, Omaha Steel Works	16
Joseph P. Clark, Central Trades & Labor Union of St. Louis and vicinity A. F. Kojetinsky, Steel Workers Organizing Committee Lloyd M. McBride, Alternate, Steel Workers Organizing Committee Joseph A. Waldron, Alternate, Metal Polishers, Buffers, Platers & Helpers International Union	Wilbur B. Jones, St. Louis Chamber of Commerce Walter Siegerist, Medart Co.	17
Simson Hyde, Congress of Industrial Organizations A. S. McBride, American Federation of Labor	David Harris, Humble Oil Co.	18
Martin Cahill, Wyoming Federation of Labor Floyd F. Miles, Labor-Counsellor	Harold F. Silver, Silver Engineering Works, Inc. Charles O. Voigt, The Stearns-Roger Manufacturing Co.	19
Cornelius J. Haggerty, California Federation of Labor James G. Thimmes, Steel Workers Organizing Committee	David T. Babcock, Blythe & Co., Inc. Garner A. Beckett, Riverside Cement Co. A. H. Young, California Institute of Technology	20
J. Scott Milne, International Brotherhood of Electrical Workers Lee R. Smith, Regional Labor Relations Rep., War Production Board	James R. Moore, Moore Dry Dock Co. T. S. Petersen, Standard Oil Co. of California Julian F. Arntz, Bethlehem Steel Co.	21
H. S. McIlvaigh, Tacoma Central Labor Council D. E. Nickerson, Oregon Federation of Labor	Ernest R. Hinton, Olympia Steel Works W. Walter Williams, Continental, Inc. Morris H. Jones, Jones Lumber Co. Ross McIntyre, International Sales & Produce Co.	22

High Spots in the "TWI" Program

1 This is ***not a policy-making program.*** It gives no consideration to whom an employer shall hire, how many, or when.

2 It is a practical ***advisory service,*** dealing only with training methods and procedures. It disseminates the latest, factual information based on ***current experience of industry.***

3 It is ***concerned only with workers on pay rolls,*** where training is carried out right on the job within plants. ***Workers learn by doing—produce while learning!***

4 It shows employers how to ***get skilled operation from all grades of workers*** through intensive instruction at the job level.

5 It aids in the development of ***practical plans for upgrading workers*** to higher skilled jobs as rapidly as their ability warrants.

6 It renders specific aid to plants in the ***development of foremen and leadmen*** so that they become better supervisors.

7 "TWI" cooperates with the Apprentice-Training Service in promotion of attention to the development of all-round skilled craftsmen.

8 It works for ***closer cooperation*** between local industry and local governmental placement and training in order to meet employers' definite needs.

9 The entire "TWI" program is carried on with the advice and ***backing of both labor and management.***

10 Training Within Industry service is rendered by ***experienced industrial personnel and training experts loaned to the War Manpower Commission by industry itself.***

CONTACT YOUR NEAREST "TWI" DISTRICT OFFICE FOR COMPLETE DETAILS

U. S. GOVERNMENT PRINTING OFFICE 475869

PROGRAMS

AND

FACILITIES

PLANS PROGRAMS PROVIDES TRAINING FOR

PRE-PROCESS TRAINEES IN 3 SKILL JOB INSTRUCTION JOB RE JOB RELATIONS

SCOPE OF TIME

(See directive II)

Approved August 12, 1942
WAR MANPOWER COMMISSION Releases August 14, 1942

Policy on Employment in Industry of Women with Young Children

The expansion of the war production program, as well as the increasing requirements of our armed forces, necessitates the maximum utilization of our labor resources. In many areas the lack of adequate housing and transportation facilities compels full use of the local labor supply. These considerations make it necessary to employ large numbers of women in gainful occupations useful to the war effort. Steps are already being taken to provide for the recruitment and training of additional women. Prospective war production schedules indicate that this program will have to be considerably expended and intensified. In carrying out this program for utilization of women workers, it is important that to the maximum extent, normal family life be preserved and maintained.

To promote that end, and to promote the effective mobilization and maximum utilization of the Nation's manpower in the prosecution of the war, the War Manpower Commission hereby declares the following basic policies:

I. The first responsibility of women with young children, in war as in peace is to give suitable care in their own homes to their children.

II. In order that established family life may not be unnecessarily disrupted, special efforts to secure the employment in industry of women with young children should be deferred until full use has been made of all other sources of labor supply.

III. Barriers against the employment of women with young children should not be set up by employers. The decision as to gainful employment should in all cases be an individual decision made by the women herself in the light of the particular conditions prevailing in her home.

IV. Whenever it is found that women with young children are gainfully employed in essential activities, or that the labor requirements of essential activities have not been met after the exhaustion of all other sources of labor supply and that to meet such requirements, women with young children must be recruited, it is essential that:

(a) Such women be employed at such hours and on such shifts as will cause the least disruption in their family life; and

(b) If any such women are unable to arrange for the satisfactory care of their children at home during their working hours, adequate facilities be provided for the day-care of their children during working hours. Such facilities should be developed as community projects and not under the auspices of individual employers or employer groups.

Office of Defense Health and Welfare Services
Washington, D. C.

dupe

July 27, 1942.

THE DAY-CARE PROGRAM OF THE FEDERAL GOVERNMENT

The Problem -- Employment of Women

With millions of men in the armed forces the expanding war industries are being forced to lean more and more heavily upon the women of the country as a source of labor supply. The present policy of the War Manpower Commission and the U. S. Employment Service, when it is clear that employment of women is necessary, is to make full use of unemployed women who have normally been in the labor market and women without household responsibilities. Nevertheless, it is inevitable that many women with children must be employed.

The British found that as they employed large numbers of women some provision had to be made for the care of their children while they were at work. As of March 1942, there were 1500 day-care centers in Great Britain and an additional 700 were being planned to care for the children of working mothers. The employment of women in this country is just beginning to assume huge proportions. The number will probably exceed the number employed in Great Britain. According to official agencies, the reserves of men are approaching exhaustion and from now on each month will see greater utilization of the nation's womanpower.

The Bureau of Employment Security in a recent study concludes that, by the end of 1942, when the demands of the armed forces and of war industries have absorbed practically all available male workers "industry will be forced to employ women on a scale hitherto unknown, exceeding even the numbers employed in the last war."

Estimates prepared by the Bureau of Labor Statistics and the Bureau of Employment Security indicate that the number of women employed in war production is steadily increasing. It is estimated that 1.4 million women were employed in war production in December 1941. This is expected to increase to 4½ million by December 1942 and to 6 million by the end of 1943, when women will represent not less than 30 percent of the labor force employed in war production. The proportion may be higher than 30 percent depending on the extent to which the aircraft industry and the other major war industries utilize women. In England the use of women has gone considerably further than in this country and if similar developments occur here the number of women in war work may rise above 6 million. At the same time, there will be an increase in the number of women employed in non-war employment to take the place of men who have gone into the service or transferred to war industries.

The Bureau of the Census has estimated that it will not be possible to meet labor shortages without drawing upon women with young children. A recent release states:

> "The additional workers who will be needed to replace men withdrawn into military service, and increase the production of war materials, will be drawn mainly from young women living in the large industrial centers. In these areas, even women with dependent children are likely to be required in large numbers, since it will probably not be possible to bring into the labor force enough married women and housewives without children to supply the necessary number of workers. Special provisions will be required to make women with children available for

jobs, since census figures show that in the past few mothers of young children have been employed outside the home..... The chief reserve of labor supply is among women 18 to 44 years old..... It is apparent that an increase in the labor supply to the 1917-1918 level could not be obtained without drawing upon women with young children."

Need for Day Care

Where women with young children are employed in substantial numbers, consideration will have to be given to facilities for the day care of their children where necessary for periods outside of regular school hours.

The basic problem of day care for children is a part of the question of labor supply. The purpose of the day-care program is to make it possible to employ mothers who need to go to work either because of personal economic reasons or because they are a needed labor force.

Types of Day Care

The following day-care activities should be considered in developing a program which will fully utilize existing community resources as well as meet the need for varied types of care:

1. Care in homes

a. Foster-Family Day Care. Most children of working mothers who are cared for outside of their own homes at the present time are cared for by private families with whom arrangements are made by the mothers. The organization of any program of placing children with private families must be very carefully planned in order that placements may be so made as to protect the health and welfare of the child. For various reasons, this may be the major form of care in many areas. Local organizations in many communities are available for service in standard setting and supervision in this field, under general supervision of State or local public agencies.

b. Homemaker Service. Homemaker service is a program which provides for sending a person into the child's own home to carry on the home in the place of the mother. Such service is important in many cases where it is not feasible to place the child in a group activity because the child is ill or under two years of age, or where there are a number of children in the family and it would be cheaper to have someone come into the home, or for a variety of other reasons.

2. Group activities

Various group programs may be developed for the care of children of working mothers for such hours of the day, in addition to the usual school program, as may be necessary to provide supervision while the mother is working. Such programs would include nursery schools, group activities before and after school hours for school age children, including visiting teachers and related services, recreation programs, vacation and day camps, play centers, group activities in settlements and neighborhood houses, and such other group programs as may be developed to provide day care for children of working mothers. Such programs might be operated locally by the public schools, public welfare department, public recreation department, WPA, or, in the case of non-tax supported programs, by the

private agencies concerned. Local communities must determine as part of an over-all community plan the parts of the program to be operated by the respective agencies.

Planning for Day Care

A properly planned local program of day care involves:

1. A survey of the need for day care and the resources available to meet that need, determining the extent to which mothers are employed or are likely to be so employed in the future.

2. The development of an over-all community plan including the organization of a counselling service for mothers. It is important that an over-all plan be developed which will bring into the program the local education, welfare and health departments, WPA, employment service, local public housing agencies and such other organizations as may be required to play a part in the community day-care program. For every mother who wishes advice and counselling regarding the problems that arise when a mother leaves her family to go to work, there should be available a counselling service at an accessible point. This counselling service should be concerned with helping the mother to make her own decisions on such matters as whether she should go to work at all; if so, upon what shift; where she may arrange for care of her children; how she may arrange her household duties to fit in with her hours of work; the care needed by her children; etc.

3. Development of centralized and continuing leadership and allocation of operating responsibility for portions of the program as between the various agencies concerned.

4. Program standards which will insure the best available education, health and welfare services.

Proposed Program

A number of Federal agencies are interested in the provision of day-care services for children of working mothers. Among these agencies are the Children's Bureau of the U. S. Department of Labor, the U. S. Office of Education of the Federal Security Agency, the Work Projects Administration of the Federal Works Agency, the National Housing Agency, the Farm Security Administration, the U. S. Employment Service, the Recreation Division of the Office of Defense Health and Welfare Services, and the Bureau of Public Assistance of the Social Security Board.

In order to develop an integrated program for the care of children of working mothers during the war period, and to relate this program to the problem of labor supply through the War Manpower Commission, the Office of Defense Health and Welfare Services has established a day-care section and has secured Mr. Charles I. Schottland to head the program.

The War Manpower Commission considered the problems of day care of children of working mothers at its meeting on July 8, 1942. The Commission recognized the relationship between this program and labor supply and approved the issuance of a directive by Mr. Paul V. McNutt, Chairman.

In pursuance of the objectives of this directive, the day-care section will be charged with responsibility for integrating and coordinating the program of the various agencies, ascertaining the over-all need for day care, allocating responsibility among Federal agencies for various segments of the program, arranging for the preparation of needed technical material by the appropriate agencies, giving advice and consultation to Federal agencies and State and local agencies through the field services of the agencies in the program, making available the experience in the various communities as a guide to future community developments, overseeing the expenditure of funds made available to the Office of Defense Health and Welfare Services for this purpose, recommending allocations to the various agencies concerned, and in general serving as a clearing house and center of information, planning, and integration of the various day-care activities of the Federal government.

Funds will be requested by the Office of Defense Health and Welfare Services for the day care of children of working mothers. These funds will be made available for the general development of the program through the Office of Defense Health and Welfare Services and the agencies responsible for various segments of the program. They will include provision for administrative and advisory services of the Federal agencies and for grants to States for the establishment or extension of:

a. State leadership and supervision through staffs of State departments of public welfare and education.

b. Local community planning and administration.

c. Counselling service for mothers.

d. Care in homes.

    1. Foster family day care
    2. Homemaker services

e. Group activities.

    1. Nursery schools
    2. Supervision before and after school hours
    3. Vacation and day camps
    4. Recreation activities
    5. Child care centers
    6. Other related services

Grants to States will be made on the basis of certification by designated agencies, the funds to be expended through appropriate State agencies. It is expected that payments by parents and contributions by States and local communities will cover a substantial portion of the costs. Under the over-all policies developed, the field staffs of the Children's Bureau and the U. S. Office of Education will determine in the field the respective parts of the grant-in-aid program that State welfare and education departments are to operate. The regional offices of the Office of Defense Health and Welfare Services will cooperate with the field staffs of these two agencies and integrate their activities with the programs of the Work Projects Administration, the Recreation Division of the Office of Defense Health and Welfare Services, the U. S. Employment Service, the Project Services Section of the Federal Public Housing Authority, and other interested agencies. Regional directors will develop the most effective method of regional organization. Consideration should be given to the organization of a day-care committee or a subcommittee of a

existing appropriate committee of the Regional Advisory Council. Such committee should represent the various agencies concerned.

Through the integration of the programs and interest of all these agencies, it is anticipated that the Federal government will be able to offer to States and localities:

1. Funds through grants-in-aid to States with which to develop day-care programs, and WPA programs in this field.

2. Advice and consultation service on various aspects of the day-care program.

3. Material and literature helpful in the organization of the program and its operation.

In those States where large numbers of women are employed, both the State departments of public welfare and education should appoint some member of the staff to organize the day-care program for which the department is responsible. Many States already have a committee or unit of the State Defense Council representing the operating agencies of education, welfare, and WPA, which committee serves to coordinate day-care programs and acts in an advisory capacity to the operating agencies.

Those States which need day-care programs, but have no State committees at the present time, should appoint such committees. The pattern on which the committee is set up will vary with the State situation. In some States the committee might be a separate committee of the State Defense Council; in others a subcommittee of a general health and welfare committee, in still others, an advisory committee to the State departments of welfare and education. It should include representatives of the WPA, State departments of education, health, and welfare, employment service, and other interested agencies.

In the local community, numerous local committees have already been formed. Where there is need for planning a day-care program, the community should organize a local day-care committee, if this has not already been done, and such day-care committee should be officially related to the Civilian Defense Council as a committee of the Council or as a subcommittee of an over-all committee dealing with children or with health, education, or welfare problems. Such committee, or subcommittee, should include representatives of the local departments of education, health and welfare, WPA, employment service, local public housing agency, and in many cases it will be desirable to have appropriate representation or consultation from private agencies, employers, unions, citizens' groups, and other interested organizations. Such local organization should be developed in accordance with the policies set forth by the Office of Defense Health and Welfare Services in its publication, "Health, Welfare and Related Aspects of Community War Services," issued in June 1942, and "Organization Outline for Local Defense Councils," a publication of the Office of Civilian Defense.

Greenblatt--WMC 2931

Return to Rehmer

OFFICE OF WAR INFORMATION
WAR MANPOWER COMMISSION

For Immediate Release
Thursday, October 1, 1942

PM-3992

Over 5,000,000 women must be added to the total now employed by the end of 1943, Chairman Paul V. McNutt of the War Manpower Commission told the Commission's new Women's Advisory Committee at its first meeting here today.

Four-fifths of all war jobs can be performed by women, Mr. McNutt pointed out, but a long tradition has limited their employment. Employment of women is an immediate necessity in some war production centers, he added, because overburdened housing and transportation facilities will not permit further in-migration of outside workers.

The country's womanpower problem, Mr. McNutt said, goes far beyond signing women up for jobs. It includes training, plant living arrangements which take account of the presence of women, and revision of industrial processes to increase the number of jobs women can perform.

The Women's Advisory Committee was appointed early last month by Chairman McNutt to consider important questions concerning the War Manpower Commission program for effective use of women in the war effort. Its membership includes twelve prominent women, long identified with labor, industry, or public activities. The group will submit its recommendations to the Chairman of the Commission, and will work in close collaboration with the Commission's National Management-Labor Policy Committee which advises the Chairman on matters of manpower policy.

Other Commission officials heard by the Committee, an all-day discussion of the War Manpower organization and problems related to the employment and training greatly increased numbers of women, included Fowler V. Harper, Deputy Chairman of the Commission; Arthur J. Altmeyer, Executive Director; General Frank J. McSherry Director of Operations; Sara Southall and Thelma McKelvey, of the Operations staff of the Commission; Charles Schottland, Director of the Day Care Section of the Office of Defense Health and Welfare; Arthur Flemming, Civil Service Commissioner and Chairman of the National Management-Labor Policy Committee; and Raymond Rubicam, Special Assistant to Chairman McNutt.

Members of the Women's Advisory Committee include Miss Margaret A. Hickey, St. Louis, Missouri, Chairman; Mrs. Dorothy Bellanca, Amalgamated Clothing Workers of America, New York, N. Y.; Miss Jenny Matyas, International Ladies Garment Workers Union, San Francisco, Calif.; Miss Bess Bloodworth, Vice President in Charge of Personnel, Namm Store, Brooklyn, N. Y.; Mrs. Harris T. Baldwin, Vice President, National League of Women Voters, Washington, D.C.; Mrs. Lowell Hobart, Past National President, American Legion Auxiliary, Cincinnati, O.; Mrs. Beatrice Gould, Editor, Ladies' Home Journal, Philadelphia, Pa.; Mrs. Blanche M. Ralston, until recently regional supervisor of service programs for Region III of the Work Projects Administration, Coahoma, Miss.; Mrs. Sadie Orr Dunbar, Director, Oregon Tuberculosis Association, Portland, Ore.; Mrs. Gladys Talbott Edwards, Director, Junior Department, Farmers Union, Jamestown, N. D.; Mrs. Maudelle Bousfield, Principal, Wendell Phillips High School, Chicago, Ill.; Miss Ruth Allen, University of Texas, Austin, Texas.

Subsequent meetings of the Committee will be held each month in Washington.

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Manual of Operations
WAR MANPOWER COMMISSION

Dec. 2, 1942

Title: III
Section 1-15

Designation: Directive to all Depts. etc.

Subject: Rescinding of WMC Directive No XI

To all depts and agencies of the executive branch of the Federal Government rescinding WMC Directive No. XI.

By virtue of the authority vested in me as Chairman of the WMC by Executive Order No. 9139, establishing the WMC and having found, after consultation with the members of the WMC that the measure herein set forth will promote the effective mobilization and maximum utilization of the Nation's manpower, it is hereby directed that effective November 17, 1942 Directive XI to all depts and agencies of the executive branch of the Federal Government, concerning requests for the occupational deferment of their officers and employees, is rescinded.

Approved: PAUL V. MCNUTT
Effective date: Nov. 17, 1942.

WAR MANPOWER COMMISSION

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Summary of campaigns conducted in 1942 for the mobilization or registration of women 1/

Region	Area	Date	Method of distribution	Number of forms	
				Distributed	Returned
I	Connecticut (State-wide)	May	Door-to-door census by volunteer workers	16,000	16,000
	New Bedford, Mass.	September	Post-office	50,000	7,200
	North Adams, Mass.	October	Post-office	20,000	3,400
	Greenfield, Mass.	October	Post-office	25,000	Not available
	Springfield-Holyoke-Northampton, Mass.	November	Post-office	Not available	Not available
II	Rochester, N. Y.	November	Post-office	131,000	52,000
V	Michigan 2/ (State-wide)	April	Door-to-door census by volunteer workers	135,731	135,731 (women-52,124) (men- 83,607)
	Akron, 3/ Ohio	August	Household survey by volunteer workers	3/ 51,100	3/ 51,100
	Detroit, Mich.	August	Post-office	650,000	266,000

See footnotes at end of table.

WAR MANPOWER COMMISSION

Summary of campaigns conducted in 1942 for the mobilization or registration of women 1/

Region	Area	Date	Method of distribution	Number of forms	
				Distributed	Returned
V (Cont'd)	Dayton, Ohio	November	Post-office	109,000	64,300
VI	Evansville, Ind.	October	Door-to-door census by volunteer workers	60,000	8,000
XII	Oregon (State-wide)	February	Door-to-door census by volunteer workers	302,000	302,000
	Seattle, Wash.	August	Registration at designated places	6,000	6,000
	San Diego, Calif.	November	Distributed by volunteer workers	Not available	Not available
Territory	Hawaii	November-December	Through schools, OCD stations and employers	(4)	(4)

1/ Campaigns to recruit women for employment which were accompanied by the distribution of a questionnaire or a registration form to women in the designated area. The campaigns did not, in all instances, involve initial sponsorship by the USES. There may have been additional campaigns not reported to the War Manpower Commission in Washington.

2/ Campaign covered all unemployed workers, women not in the labor market, and workers in critical occupations not employed at highest skill level.

3/ Campaign covered all potential war workers, male and female. Number of forms distributed and returned represent "household" schedules and not the actual number of persons who registered.

4/ Data not available on number of forms distributed and returned. Compulsory registration for all women over 16 years of age was ordered by the Military Governor of the Territory.

WAR MANPOWER COMMISSION

Summary of campaigns planned or conducted in 1943
for the
enrollment of women for wartime employment 1/
(as of Jan. 30, 1943)

Region	Area	Date		Method of distribution	Number of forms		Comments
		Planned	Conducted		Distributed	Received	
II	Buffalo, N. Y.	January	January	Post-office	Not available	Not available	
III	Harrisburg, Pa.	Feb. 8	---	Post-office	---	---	Enrollment deferred by decision of regional office, 1/26/43.
	Trenton, N. J.	Feb. 8	---	"	---	---	"
	Wilmington, Del.	Feb. 8	---	"	---	---	"
	Newark, N. J.	Feb. 15	---	"	---	---	"
	Phila., Pa. (Bristol only)	Feb. 15	---	"	---	---	"
	Erie, Pa.	Mar. 1	---	"	---	---	"
	Paterson, N. J.	Mar. 1	---	"	---	---	"
	Reading, Pa.	Mar. 15	---	"	---	---	"

1/ Campaigns, planned and controlled by the War Manpower Commission, in accordance with governing policies, and accompanied by distribution of enrollment or questionnaire form to all women in the specified area.

Additional current information on campaigns may be obtained by staff members of the War Manpower Commission from Mrs. Leiter - Ext. 2915.

Labor Market Division
Bureau of Program Planning and Review
War Manpower Commission

DESIGNATION: Policy
SUBJECT: Recruitment, Training and Employment of Women Workers

Policy on Recruitment, Training and Employment of Women Workers

The increase in our armed forces and the expansion of the war production program necessitate the maximum utilization of our labor resources. The present number of gainfully employed workers, both men and women, is inadequate to fill even the immediate requirements of the war production program. In many areas the lack of adequate housing and transportation facilities compels full use of the local labor supply. These considerations require that substantially increased numbers of women be employed in gainful occupations in war production and essential civilian employment, especially in areas of labor scarcity. The recruitment and training of women workers must be greatly expanded and intensified. In carrying out this program for the utilization of women workers, normal family life should be preserved and maintained to the maximum extent consistent with all-out production. The active cooperation of Government agencies, educational institutions, management, labor, and women able to accept employment is essential.

To promote the rapid and orderly induction of women into the labor market and to insure their subsequent employment and training opportunities, the War Manpower Commission hereby declares as basic national policies for the recruitment, referral, training and employment of women that:

I. Recruitment and Referral of Women Workers

(a) Qualified women who are unemployed and who are registered in local offices of the United States Employment Service be referred to employment and training opportunities on a basis of equality with men, due regard being given to their qualifications for the available work, to the physical requirements of the occupations, and to working conditions;

(b) Women without children under 14 years of age be actively recruited for employment and training, but this principle shall not be construed to mean that women who are responsible for the care of young children and who desire work are to be deprived of an opportunity for training or employment;

(c) Special efforts to secure the employment of women with young children be deferred until all other sources of local labor supply have been exhausted, in order that established family life will not be unnecessarily disrupted;

(d) In those areas in which industrial concentration and lack of housing, transportation, and other community facilities compels the fullest utilization of every labor resource in the locality, every effort be made to

utilize fully, women qualified and able to contribute to war production or essential civilian employment before workers are recruited from outside the locality;

(e) Adequate facilities be provided for the care of the children of working mothers, which facilities should be developed as approved community projects and not under the auspices of individual employers or employer groups;

(f) Every effort be made to recruit and refer women, including older women, for employment or training on the basis of their qualification for an occupation without discrimination because of race, national origin, or creed.

II. Training of Women Workers

(a) Where pre-employment training is desirable and employment opportunities are or will be available, women be referred to war production pre-employment training courses conducted by public vocational schools on a basis of equality with men; that is, on the basis of their qualification for the occupation in which training is offered, due consideration being given to the physical requirements of the occupation;

(b) Women be admitted on a basis of equality with men to enrollment in the Engineering, Science, and Management War Training Program conducted by colleges, universities, and technical schools in cooperation with the United States Office of Education;

(c) Women workers now employed be encouraged to enroll in supplementary war training courses conducted by public vocational schools, in order that a greater number of women may prepare themselves for additional responsibilities and for upgrading within the plant;

(d) Women participate equally with men in plant training programs. Such programs should include adequate induction training, on-the-job training, upgrading, training for women foremen and supervisors, and technical training.

III. Employment of Women Workers

(a) Management and labor organizations remove all barriers to the employment of women in any occupation for which they are or can be fitted;

(b) Every method available be utilized to assure that women workers be completely accepted as a part of the Nation's manpower needed for all-out production;

(c) In order to provide a basis for efficient selection of women for training and job assignment and to increase the number of women employed,

management immediately analyze all occupations within the plant from the unskilled to the technical levels; determine the types of work that women could do; take steps to prepare the plant for the maximum employment of women; consult with its supervisory staff and representatives of its employees' labor organizations in order to promote acceptance of women as co-workers and to help new women employees adjust to their working environment; and periodically review practices and policies and make such additional adjustments as are necessary to obtain full utilization of women;

(d) Wage rates, including the entrance rate, be determined for all workers on the basis of the work performed, irrespective of sex;

(e) The following basic principles whether or not incorporated in State laws and regulations be applied and preserved in order to promote maximum production efficiency and to safeguard the health and welfare of women workers:

(1) One day of rest in seven;

(2) An 8-hour shift and a maximum 48-hour week, except to the extent that temporary exemptions under adequate safeguards are necessary to meet emergencies;

(3) Adequate meal and rest periods or time, and proper facilities therefor; adequate medical care and other safeguards for health and safety;

(f) Every reasonable effort be made to adjust assignments to shifts of women with young children, in such manner as will cause the least disruption in their family life.

IV. Women Able to Accept Employment

(a) Upon advice from a representative of the War Manpower Commission that additional women workers are required in their locality because of existing or imminent labor shortages, all women able to accept employment register for employment or training with the nearest local office of the United States Employment Service;

(b) Women interested in work outside their locality not leave their own community in search of work or training in another community without first

(1) registering for employment at the nearest local office of the United States Employment Service; and

(2) securing advice from such office that such work or training is available.

Approved: [signature] , Chairman
Effective date: October 17, 1942
Original filed in office of Executive Director

August 1, 1942

PROCEDURE FOR DEVELOPMENT, APPROVAL, AND OPERATION OF COOPERATIVE PLANS UNDER WAR MANPOWER POLICY TO PREVENT PIRATING OF WAR WORKERS

I. Initiation of Action and Submission of Report

No action shall be taken under the War Manpower Policy to Prevent Pirating of War Workers (hereinafter referred to as the "Policy") except upon the authorization and direction of the Regional Director of the War Manpower Commission. The Regional Director shall designate a particular area and shall authorize and direct the appropriate regional representative of the War Manpower Commission to initiate and attempt to secure agreement upon a cooperative plan in the designated area as provided in Paragraph I of the Policy. As early as practicable thereafter, the Regional Director shall submit a full report to the Director of Operations for submission to the Chairman of the War Manpower Commission.

II. Content of Report

The report of the Regional Director of the War Manpower Commission shall include the following:

1. The participants in the negotiations

   (a) Government representatives

   These must include in all cases, representatives of the War Manpower Commission and of the United States Employment Service. Representatives of the War Production Board, United States Army, United States Navy, United States Maritime Commission, and the United States Civil Service Commission, if affected by the plan or policy must also be included, as well as representatives of any other Federal agency or department so affected.

   (b) Management representatives

   The report must clearly indicate, by description of the method of selection and otherwise, that the management representatives were truly representative of management affected by the plan or policy in the designated area.

   (c) Labor representatives

   The report must clearly indicate, by description of the method of selection and otherwise, that the labor representatives were truly representative of labor affected by the plan or policy in the designated area.

2. The nature of the problem which the cooperative plan is designed to meet

   (a) Necessity for plan

   The report must indicate the reason why maximum utilization of manpower in the designated area has been or is likely to

be impeded, whether because of the concentration of essential war production in any such area, the shortage of workers for designated occupations therein, an excessive rate of turnover among such workers, or the migration of such workers to other areas, or any combination of these.

(b) Critical labor area

The report must describe with precision the area proposed to be designated as the "critical labor area" for the purposes of the plan and the policy.

(c) Essential war production activities

The report must indicate the war production activities, including the names of principal plants and their products, proposed to be designated as "essential war production activities" for the purposes of the plan and the policy, and should indicate the names of principal plants in the area not proposed to be so designated.

(d) Critical occupations

The report must indicate the occupations proposed to be designated as "critical occupations" for the purposes of the plan and the policy, and insofar as possible the unions with which workers in such occupations are affiliated.

(e) Hiring methods

The report must indicate the standards, methods or conditions of hiring and solicitation for the purpose of hiring, which are to be applicable under the plan.

3. Agreement or disagreement

The report must indicate whether all affected parties concur in the plan and, if not, the individuals, organizations or agencies which were in disagreement, or which did not with reasonable promptness indicate concurrence in the plan, including reasons for any disagreement or failure to concur.

4. A true copy of the cooperative plan, if any concurred in by representatives of all affected parties, shall accompany the report.

III. Provisions Required in any Approvable Cooperative Plan

1. The plan must clearly specify the area in which it will be applicable.

2. The plan must provide that after the effective date of the plan no employer shall solicit (for the purpose of hiring) or hire, within or without the area for work to be performed wholly or principally within the area, or solicit (for the purpose of hiring) or hire, within the area for work to be performed outside the area, any worker who after the effective date of the plan was employed in a critical occupation in an essential war production activity, except through a public employment office or in accordance with methods approved by the Chairman of the War Manpower Commission or his authorized representative.

3. The plan must provide for the participation of the industrial area management-labor committee in accordance with such rules, regulations, and procedures as the Chairman of the War Manpower Commission shall prescribe.

4. The plan must embody the principles governing movement of workers between plants as outlined in section V below.

5. The plan must provide that it shall become effective on and after the date of publication of the notice given by the Chairman of the War Manpower Commission pursuant to paragraph II of the Policy.

6. Employers, labor organizations, and Government agencies concurring in the plan shall agree to adhere to its provisions.

IV. Provisions Prohibited in any Approvable Cooperative Plan

1. No plan shall establish a procedure whereby certain individuals, predesignated by name or other identification, will be denied employment.

2. The plan shall not contain any provision which would violate any Federal law, or any rule, regulation, order or requirement thereunder affecting labor relations, wages, hours, or conditions of employment. Nor shall the plan contain any provision which might conflict with a determination of the National War Labor Board or a stabilization agreement approved by the War Production Board.

3. No plan shall contain a provision which violates a bona fide collective agreement.

4. No plan shall be construed to prohibit the employment by any employer of a worker who after the effective date of the plan has been employed at wages or under working conditions substantially less favorable than those prevailing in the community for the kind of work on which he war employed, even though he may have been engaged at a critical occupation and in an essential war production activity.

V. Principles Governing Approved Movement of Workers

1. A worker who is employed in an activity other than an essential war production activity may, without restriction, (except as provided in paragraph 3 below) be hired by an employer for work in an essential war production activity. If such worker applies to the United States Employment Service, he shall be referred in accordance with the procedures for preferential referrals. (War Manpower Commission Directive No. III);

2. Except as otherwise provided in paragraph 5 below, a worker who is employed in an essential war production activity shall not be hired by an employer for work in an activity other than an essential war production activity. If such a worker applies to the United States Employment Service, the employment office will attempt to persuade him to return to his previous employer or to accept another position in accordance with the procedures for preferential referrals, whichever appears more likely to serve the war effort;

3. All employments by departments and agencies of the Federal Government which are subject to the rules and regulations of the United States Civil Service Commission, shall be made only with the approval of the United States Civil Service Commission, which will conduct its recruiting activities and make referrals in accordance with the Principles Governing Approved Movement of workers;

4. Except as otherwise provided in paragraph 5 below, a worker who after the effective date of the plan was employed in an essential war production activity shall be employed by another employer engaged in an essential war production activity only upon presentation of a written statement by the former employer to the effect that the worker is available for employment elsewhere in an essential war production activity. The statement shall preferably be given to the United States Employment Service (or the United States Civil Service Commission in cases involving employment in the Federal Civil Service) which shall attempt to place the worker according to the procedure governing preferential referrals; but if the plan so provides, the statement may be given directly to the worker who may present it to the prospective employer provided it is ascertained that the latter is engaged in an essential war production activity;

5. Notwithstanding the provisions of paragraphs 2 and 4 above, a worker who, after the effective date of the plan, has been engaged in an essential war production activity, may upon application to, and referral by the United States Employment Service, be employed by another employer whether or not for work in an essential war production activity and with or without a statement of availability, if the circumstances are such as to indicate that the change of employment is in the best interests of the war effort as well as the individual concerned. The following circumstances are illustrative of what may be considered good ground for changes of employment:

   (a) When the worker is competent to perform higher skilled work than his current employer is able or willing to provide;

   (b) When the worker is employed for a substantial period at less than fulltime;

   (c) When the distance between the worker's residence and the place of employment is unreasonably great (considering the restrictions on the use of gasoline and tires and the load on transportation facilities) and the place of prospective employment is substantially closer or more accessible;

   (d) When the worker has compelling personal reasons for wishing to change.

VI. Notice of Chairman of War Manpower Commission Making Plan and Policy Operative.

Upon submittal of the report and copy of the cooperative plan, if any concurred in by all affected parties, to the Chairman of the War

Manpower Commission by the Director of Operations, the Chairman, if he approves the same, shall give and publish appropriate notice specifying the area which constitutes the critical labor area, the occupations which constitute critical occupations, and the activities which constitute essential war production activities. Upon publication of such notice, Paragraphs III, IV, and V of the policy, and the provisions of any approved cooperative plan shall become immediately operative.

VII. Procedure in the Event of Controversy as to Operation Under Plan

1. Cases of non-adherence or of disputed interpretation may be raised by the employer threatened with the loss of a worker, by the employer proposing to hire a worker, by the worker, by any affected labor union or other labor organization or by an affected Government department or agency;

2. Cases of non-adherence or disputed interpretation shall be referred to the area War Manpower Commission representative (or if there be none, to the manager of the local employment office designated for that purpose), except in cases involving only Federal Government employment which shall be referred to the district manager of the United States Civil Service Commission designated for the purpose. The area War Manpower Commission representative or the district manager of the United States Civil Service Commission, as the case may be, shall make a decision thereon and shall attempt to secure agreement in the decision by all parties concerned;

3. If any party concerned is dissatisfied with the decision of the area representative, he may request review of the same by the Industrial Area Management-Labor Committee which shall, in accordance with rules, regulations, and procedures prescribed by the Chairman of the War Manpower Commission, make appropriate recommendations to the area War Manpower Commission representative and initiate such review of its recommendations as may be proper under applicable procedures.

Frank J. McSherry
(Brigadier-General, U. S. A.)
Director of Operations
War Manpower Commission

BETTER TIMES

NEW YORK CITY'S WELFARE NEWS WEEKLY

OCTOBER 2, 1942 NEW YORK, N. Y. Vol. XXIV, No. 2

Five Million Women to be Recruited For War Jobs in City and Nation by '44

One-Day Conference Draws 200 Leaders to Discuss Women's Role

Five million unemployed women must be recruited and placed in war industries and other essential jobs before the end of 1943, Margaret A. Hickey told 200 women leaders in government, commerce, the professions and industry, at a conference on the role of women in the war effort, held last week. Miss Hickey, first vice-president and former Education Chairman of the National Federation of Business and Professional Women's Clubs, and a member of the Missouri Bar Association, is chairman of the newly organized women's policy committee of the War Manpower Commission.

"We cannot predict in advance all of the problems which will arise as women face the staggering responsibilities which they must shoulder if the war is to be won," Miss Hickey said. "We can anticipate many of them, however, by reviewing the experience of Canada and England; to some extent by reviewing our own experience.

"For private industry, the War Manpower Commission staff, the United States Employment Service, the Civil Service and the United States Office of Education, already have done a great deal of work on recruiting and training women. The fact that 2,800,000 women—nearly twice the pre-Pearl Harbor figure—are now engaged in war industries testifies to that."

Among the ways women's organizations may cooperate with the Manpower Commission, Miss Hickey cited cooperation with the local U. S. Employment Office in the registration of women workers in areas where this is necessary; helping to promote the acceptance of women workers by industry, particularly in industries or areas where women may not have been employed in the past; helping to make it easier for women to accept war-time employment by working with local community organizations in establishing and operating adequate day care programs for children; working with local labor and employer organizations to safeguard adequate wage and working standards for

(Continued on Page 6)

Women's Influence Grows

Every day it becomes clearer that women will have a mighty influence on this country's war effort. Their role is so important that the Welfare Council has attempted through this special issue of Better Times, to give a picture of the problems uppermost in the minds of women leaders. A conference recently was held in New York City on this subject, which we are reporting. From time to time in the coming year, there will be other special issues of Better Times dealing with important issues.

Robert P. Lane

Margaret A. Hickey Warns Responsibilities Must Be Anticipated

LEADERS DISCUSS WOMEN'S ROLE IN WAR



Courtesy, National Board, YWCA

Left to right: Bess Bloodworth, Mrs. Henry A. Ingraham, Margaret A. Hickey and Mrs. Dorothy J. Bellanca

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OCTOBER 2, 1942 VOL. XXIV, NO. 2

Managing Editor and Business Manager

GRACE LIVINGSTON BLANCH

A news weekly published from the last Friday in September for 37 consecutive issues and relating to all welfare work in New York City. Subscription price is $1 a year. Single copies of regular issues, 5 cents; special prices on quantities.

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Call to American Women

With America's most critical shortage in trained manpower—and this means womanpower too—every woman has heavy obligations to meet. And her first responsibility is to discover where in her own community she can render her best service. There is no substitute for human labor.

Some five million married or unmarried women, not now working, must be recruited and placed in war industries and other essential jobs before the end of 1943. Millions must transfer from non-essential to essential fields. Still other millions must take training or must decide the weighty question of continuing training now, the better to prepare themselves for a constructive part later in our all-out war effort.

Women are asked to listen to this call with ears attuned to developing local needs, if each community is to play its part in the victory effort. Listen well and act — in cooperation with the established agencies equipped to know the needs for workers and trainees — to know the requirements and the essential places women can fill as employed or volunteer workers.

In the areas of labor shortage, women are asked to work with public employment offices in recruiting women workers; to help promote the acceptance of women workers by industry; to help in the solution of community problems attendant upon an influx of workers; to work with labor and management to safeguard essential standards of work and working conditions; to cooperate with educational groups in maintaining and providing training opportunities for women.

In your community the agencies are the public employment office, the county agricultural extension agent, the local WPB, the director of vocational education, the colleges offering engineering, scientific and management war training courses, and the Civil Service representative at your nearest first or second class post office. But the starting point is the local United States Employment Service, for you and for women's groups, if your community is to assist in mobilizing women in the war effort.

At a recent meeting in New York thirty national women's organizations, sponsored by The National Board of the Young Women's Christian Associations, The National Federation of Business and Professional Women's Clubs, Inc., and the National Women's Trade Union League, the urgency of this call was made clear.

KATHRYN H. STARBUCK,
Chairman, Program Coordination Committee, National Federation of Business & Professional Women's Clubs

THE CHANGING SCENE

Directory Changes

Changes listed in this column are for the 1942 DIRECTORY OF SOCIAL AGENCIES, *edited by the Welfare Council. Columbia University Press.*

ERNEST LYMAN STEBBINS, M.D., has succeeded JOHN L. RICE, M.D., as commissioner, Department of Health, City of New York. WILLIAM H. BEST, M.D., deputy commissioner, deceased. FRANK ANTHONY CALDERONE, M.D., formerly district health officer of the Lower East Side Health Center (p. 285) has been appointed to succeed GOODUE LIVINGSTON, JR., as secretary of the Department. (pp. 47, 284, 286)

THOMAS S. LAMONT, president of the Greater New York Fund, has resigned. JAMES G. BLAINE is serving as acting president. DOUGLAS P. FALCONER, executive director, has resigned. ARCH MANDEL, assistant director, is acting director. (pp. 44, 218)

LILLIAN M. MOORE, director of Social Service Department at Hospital for Joint Diseases, has resigned. NETTIE CROSWHITE is temporarily in charge. (pp. 51, 231, 305, 307)

W. H. ALLEN succeeds THEODORE FISCHER as president of the Lutheran Metropolitan Inner Mission Society. (p. 66)

ADELE BLOOM has been appointed acting executive secretary of the American Association for Social Security. ABRAHAM EPSTEIN, deceased. (p. 2)

Jewish Agricultural Society has a new telephone number, LExington 2-7088. (p. 56)

LOIS KIDDER is the new director of the Wood Memorial Day Nursery (Jefferson Park Methodist Church). (pp. 56, 235)

THEODORE H. SOULE is chairman of the North Atlantic District of the American Association of Medical Social Workers. MISS SOULE is at 525 East 68 Street, REgent 4-6000. (p. 2)

JULIUS GREENWALD is the new president of the United Parents Association. MRS. BESS B. LANE is the educational director. (p. 119)

..ELINOR BLACKMAN, assistant executive director of Jewish Social Service Association, deceased. (pp. 58, 264). West Manhattan district office moved to 2700 Broadway, MOnument 2-0800. (pp. 58, 264). East Bronx Office, MRS. MAE RETZKER is no longer there; Middle Bronx Office, BENJAMIN R. SPRAFKIN is no longer with the organization; West Bronx Office, MRS. ANNE C. DAVID replaces MRS. SYLVIA NACHMAN; Visiting Housekeeper Service, MARION P. LANGER replaces MRS. BESS KUTTNER as director. (p. 264)

City-Wide Tenants' Council is now called United Tenants' League, 229 Eighth Ave., WAtkins 9-8620. (pp. 26, 312)

RT. REV. JAMES P. DEWOLFE is the new president of the Church Charity Foundation of Long Island. (p. 25)

WILLIAM G. MEAGHER, M.D., is the new president of the Medical Society of the County of Kings and Academy of Medicine of Brooklyn. (p. 69)

MRS. WILLIAM H. POTT is the new president of the Richmond County Society for the Prevention of Cruelty to Children. (p. 98)

DEAN SAGE, JR., has been appointed executive vice-president of the United Hospital Fund (p. 118)

GEORGE D. STODDARD has succeeded ERNEST E. COLE as commissioner of the State Department of Education. (p. 35)

Wiltwyck School is no longer under the N. Y. Protestant Episcopal City Mission Society. Now separately incorporated. REV. EUGENE C. CARDER is chairman of the board. (pp. 124, 358)

MRS. FERGUS REID, JR., is the new president of the Junior League of the City of New York. (p. 59)

Heard in Passing at One-Day Conference

The occupational analysis that we have been engaged in for years indicates that women are suitable for doing most any job. There are over 20,000 different occupations which we follow and 80 per cent of those are suitable for women.

But until you break down the resistance to the employment of women you make a mistake when you register women. I mean a general registration of women.

Collis Stocking

Assistant Director, Bureau of Employment Security, Federal Security Agency, Social Security Board

* * * *

Although the pace of hiring in the New York City labor market by out of city employers is gaining momentum, and thousands of orders are now on hand or in prospect, the demand is almost exclusively for men. Nor has the demand by war industry reached any important stage.

The prospective drain on the male labor supply by Selective Service and by war industry both in and outside New York City points definitely to a future need for organized effort to bring more New York City women into the labor market. This is definitely for the future, however, witness the 140,000 women job seekers registered with the United States Employment Service in the city in mid-July.

Women can best serve the war program in New York City at the present time by accepting essential but less glamorous employment in hospitals and necessary hotels and restaurants—fields in which job orders are difficult to fill despite the over-all labor surplus in the city.

Richard C. Brockway

Director for New York United States Employment Service

* * * *

Of the three levels of training, done by the United States Office of Education, numerically the first is the most important, that of the pre-employment and supplementary training of persons who are less than college grade. It seems that these classes ought to be open to women. Last August, the percentages of women who came in the pre-employment class was 3.7 of the total. In July of this year, it was 22.7 and it has increased since.

Louise Moore

Agent, Trade and Industrial Education, Girls and Women, Federal Security Agency, United States Office of Education

* * * *

I would like to call attention to the group of women workers that has hardly been mentioned and that is the 16 and 17-year olds who are entering industry for the first time. The increase in the numbers of them in some defense centers is as much as 400 per cent. They are a group who have finished their schooling and with or without training are finding jobs and settling the problem of unemployed youth. It is a good thing, but hundreds of thousands are leaving school without finishing their high school courses, not because they are recruited but because of the lure of high wages.

There is a certain obligation from the point of view of training in the long range sense, training for life as well as for work. Along with our recruitment policies for industry it would seem that we needed a recruitment policy to keep young people in school, who, under ordinary circumstances, would finish their high school work.

Gertrude Folks Zimand

Associate General Secretary, National Child Labor Committee

* * * *

In industry Negro women are gradually being taken in. They have been employed in the garment trade for quite some time. But outside of New York, it is another story. In the white collar field, let me mention also an advantage to industry in the fact that Negro girls have been taken into the various arsenals, ordnance plants and they are working in the manufacture of radio parts, airplane parts and precision instrument parts.

Warren M. Banner

National Urban League Director of Research,

* * * *

In the great confusion that exists, the mechanics for mobilizing women's resources naturally are limited, but their efforts to make their contribution in this war effort must be transformed into constructive forces and channels if they are to be effective. From the standpoint of government agencies, quasi-government agencies and private agencies there has not been proper "channelization" with relationship to a proper understanding of this tremendous job to be done.

Perhaps the combined efforts of the three national groups who sponsored this conference is the proper way to undertake this job of evaluating and interpreting. We must do away with the confusion and wastage. We women must have a means of understanding not only the present issues but what the trends are for postwar planning.

Anna M. Kross

Judge, Magistrates' Court

The conference on September 24 was heartening evidence that women have the strength and will to carry the new duties and responsibilities of today. The forceful leadership and the spirit displayed throughout the day augured well for the cooperation that must exist among women's organizations and between them and the government if our common problems are to be met.

Mary S. Ingraham

(Mrs. Henry A. Ingraham) President, National Board, YWCA

Herrick, Schneiderman, Miller Discuss Methods

The statements on this and the following pages bring to Better Times' readers the opinions and information of women who know the situation with respect to woman and her place in the war effort.

Former NLR Official Tells How Employers Can Help

The first day when I went on the job, I went into the shipyard. I was told later that it was the first time, and the yard opened in 1869, that a woman had set foot on the soil. So you see that we have to start with all of the fundamentals of sanitary facilities, especially locker rooms, showers, and all of the rest of it. But having decided to take the plunge and to train and employ women, the approach has been one of "Well, now, we want to know what we ought to do, how to do this job in the best possible way, what is the best kind of women to have."

You have no idea of all the cute ideas that men in the organization are bringing to me about what we ought to have for our prospective women employees. They even bring me samples of wall paper and say "Now, don't you think this would be a nice color scheme for the girls to have." You know, that is a swell attitude with which they approach the problem.

If we can extend that attitude on the part of Todd management in some way to other concerns, which will, because of the pressure of war, have to employ women for the first time, or to employ greatly increased numbers, we shall have a good basis on which to work.

May I add one word on the physical health end? Because shipyard work is so new, relatively speaking for women and is heavy, disagreeable work, we are thinking in terms of making our medical services a function along with the determination of the job to be done. In other words, the person in charge of our medical work, will work with us in deciding what standards to set up and what to look out for, because the question of overstrain and that sort of thing is so very important.

Elinore M. Herrick
Personnel Director, Todd Shipyards Corporation

Trade Union League Head Would Train Huge Army of Unemployed

As I see it, we are going to have a lot of white collar people idle by the first of the year. At the present time we have between 350,000 and 400,000 unemployed in New York City, and a good many of them are women.

With training some of this reservoir of womanpower could find work in defense industries. How to get the training? There are snags. The first is a question of teachers. There is a definite shortage in this field.

It would be a fine thing if many of our unemployed women could be trained on the job, as Mrs. Herrick plans to do at the Todd Shipyards.

But since there are not many war industries in the metropolitan center, we face the probability of women having to go outside the area for work. And the more so, as men from all parts of the country are called into the service.

As men are drained off for military duty, it is likely that more and more women will be used in ordinary civilian jobs, such as elevator operators, taxi drivers, and so on. In this connection, my only hope is that women will get the same pay that men have been getting, but women must be careful not to tear down labor standards.

Another item on which we cannot put too much emphasis is the importance of rest periods and decent food during lunch time. It is imperative that good, nutritious food be obtainable in the neighborhood adjacent to the plant.

Rose Schneiderman
President, New York Women's Trade Union League

Commissioner Miller Pleads for Fair Share of Good Jobs for Women

While we have had in America eight million employed women, a very small part have had jobs in the war industries that of course constitute the bulk of war work. Formerly women have not worked in chemical plants, aircraft, metalwork or munitions factories. Now, if half or more than half of the productive efforts of the country are geared to the war effort, then of course this is a new field for women.

I don't want to see women take unskilled or poorly paid jobs. They should have a fair share of the good jobs. But at the start they must train for such work. Many women are now in training in New York City schools, and, as I see it, so far as New York is concerned the expansion of training programs is encouraging.

Today in war production factories New York State women constitute 17% of the labor force. Earlier in the year this figure was about 10% and we estimate that by the middle of next year at least 30% of the war labor force will be women. One of the interesting things about the situation is that women are doing jobs which had previously been thought of as men's jobs. There is a distinct change in trend, which will become more apparent in the period ahead.

There will be a constant increase in the number of women doing heavy work and doing night work, that is, second and third shifts. Employers are beginning to realize that the use of women in two and three shifts around the clock is preferable to extended hours. These are significant implications for community living in post-war readjustments.

I should like to emphasize that married women with children should be asked to go into war production last. They are serving their country's best interests if they take care of their children.

Frieda S. Miller
Industrial Commissioner, N. Y. State Department of Labor

Consider Delinquency, Work, Child Care

Margaret A. Hickey Sees City Faced with Grave Problem

Perhaps your greatest field of activity, and one most sorely needed at this time, is in the area of community services. Since Pearl Harbor, in New York City alone, the juvenile delinquency rate has risen 14%—and it had been steadily declining for the preceding ten years.

This has been attributed to the decrease in recreational and service facilities brought about by the transfer of volunteer and professional workers to so-called essential work. To some extent it is attributable to the decrease in parental influence due to the draft and the employment of mothers.

We cannot let this continue, nor can we expect to attract all the married women we need unless adequate care is provided for their children. The individual is helpless to help herself in this matter —it requires concerted action by community groups to relieve the working mother of the strain occasioned by the departure of her husband to the front and of leaving her children alone eight or nine hours or more a day.

There is another area that strikes me as peculiarly the province of such groups as these. I have heard from time to time statements to the effect that whereas men are aware of the significance of their industrial work, women are inclined to be misinformed on the larger issues which depend upon their efforts.

Surely here is a tremendous field for educational and service organizations. If women know what they are working for and the kind of world they want for themselves and their children, they will not only produce more but will be equipped to play their rightful role, not only economically, but politically and socially. Can we not clarify our own minds on these issues and help others to do likewise through forums, discussion groups and town meetings?

Margaret A. Hickey
Chairman, Women's Policy Committee, War Manpower Commission

Four of the contributors to the symposium on women and her place in the war effort are members of the Women's Council of the Greater New York Fund. Bess Bloodworth, vice-president in charge of personnel at The Namm Store, is chairman of the Council; Mrs. Herrick, Mrs. Anna M. Rosenberg and Miss Schneiderman are members.

Mrs. Rosenberg Tells Need of Reducing Army of Unemployed

One of the problems in New York State which faces the War Manpower Commission is that of helping to reduce New York's total of unemployed. The solution of this problem is not easy. New York is essentially a consumer-goods production center and the shift to war production has taken serious toll here.

I hope, however, that in the next few months we will see coming to New York an increasing number of war orders which will absorb some of those who are now out of work. During the past few weeks, I have had a number of inquiries from other sections of the country as to the nature and availability of the labor supply in New York City, which encourages me to believe that we will soon find places for some of our unemployed on the war production line.

The extent to which unemployment is reduced here depends a good deal on the complete cooperation of labor and management as well as on an understanding by the community of our mutual problems. This cooperation and understanding we are getting and it should contribute materially to helping us.

Anna M. Rosenberg
Regional Director, War Manpower Commission

Olive Van Horn Views Child Care, Housing as Local Issues

To my knowledge the conference was the first time that such a representative cross-section of organized women had been brought together. We had Catholicts, Jews and Protestants representing church groups; we had organizations from the professional fields like doctors, lawyers and nurses; we had organized labor groups represented and clubs representing leisure-time groups, Negro groups, social workers, educational groups, and so on.

The thing that basically impressed me the most was the fundamental responsibility they showed for the whole situation, and their willingness and ability to cooperate. The readiness of response, both from people asked to participate and those invited to attend, was phenomenal.

I was especially impressed at the conference by the fact that the women represented a somewhat younger and at least more modern point of view. Perhaps the high moment of the conference came to me when I realized that in contrast with the last war, we now have a multitude of women's organizations, with trained leadership and an enormous growth in the number of professional and skilled workers. There is no doubt that both individually and together, this conference stimulated us to more forceful action.

There seemed to be a consensus of opinion that the first task to concentrate on was finding and training the additional women to be needed for war production. We recognized that this can't be dealt with solely at the national level. It's a local problem and must be handled by women at the local level. In many cases communities will have to make additional provisions for housing, child care, and feeding, if women are to be released in large numbers. We were reminded by Miss Schneiderman that production drops when Mother has to worry about her family—wonder whether Johnny is playing in the street, or what

(Continued on Page 6)

FIVE MILLION WOMEN NEEDED BY '44

(*Continued from Page* 1)

women; working with local education authorities in adapting their curricula to new war-time needs, with emphasis on the important role that colleges can play in offering women training in technical and scientific work.

The all-day conference, which was called to clarify and intensify women's role in the war effort, was organized by the Committee on Women Workers of the National Board, YWCA, and sponsored by the National Board of that organization, the National Federation of Business and Professional Women's Clubs and the National Women's Trade Union League.

At the morning and afternoon sessions of the conference speakers discussed selection, training and placement of women in war jobs, the conditions under which they work, and the need for and possibility of specific action.

It was brought out at the conference that the "reserves" of women to fill America's war production needs include the unemployed, Negro women, women with children over 16, women to be shifted from unessential employment and single women not now employed.

The speakers at the sessions urged that ways be found to break down existing prejudices now retarding the full participation of women in the war effort. Wider opportunities for Negro women were demanded, as well as equal pay for equal work.

Presiding at the morning and afternoon sessions and the luncheon meeting were Kathryn A. Starbuck, National Chairman of Program Coordination of the National Federation of Business and Professional Women's Clubs; Rose Schneiderman, president, National Women's Trade Union League, and Mrs. Henry A. Ingraham, president, National Board, YWCA.

BROADCASTS

Tuesday, Oct. 6: "I Nurse the Army," Mrs. Langdon P. Marvin, 11:15 A. M., WMCA.

"Dentistry's Part in the War." Dr. Harry P. Garfinkel, 11:45 A. M., WNYC.

Friday, Oct. 9: "War, Marriage and the Family," Dr. Sidney E. Goldstein, 11:45 A. M., WNYC.

IN THE PRINTS

THE CONTINUING NEED OF SERVICE TO FAMILIES. Proceedings of Third Spring Conference for Staff Members of Family Agencies, 1942. Papers discuss more adequate home life for parents and young children, help for young people earning wages for the first time, and provision for older persons. Edited by The Family Service Section, Welfare Council of New York City, 44 East 23 Street. April 1942. 10 cents.

OLIVE VAN HORN VIEWS HOUSING LOCAL ISSUE

(*Continued from Page* 5)

will happen to him in case of an air raid, or some other emergency.

The conference gave us a picture of the complexity of the situation and indicates that the peak of an employment of women hasn't as yet been reached. This peak will be closely related to the number of men that are called into the armed forces. We were all startled and impressed to learn that women could do 80% of the necessary jobs.

Olive Van Horn

Executive Secretary, Committee on Women Workers, National Board, YWCA

Gifts to Philanthropy Rise

1942 Sees 63% Increase In Seven Cities

Publicly announced gifts and bequests in seven cities of the country for the first six months of 1942 rose 63 per cent over the same period in 1941. Gifts to American war organizations and foreign relief accounted for an increase of 48.9 per cent in total gifts.

The John Price Jones Corporation, which made this report announced that $70,303,176 was contributed in 1942 as compared to $43,051,198 in 1941. Gifts advanced from $32,899,380 in 1941 to $49,017,037 in 1942, while bequests doubled, rising from $10,151,818 to $21,286,139.

The cities studied are New York, Chicago, Washington, Philadelphia, Baltimore, Boston and St. Louis.

C.S.S. to Spend $2,762,478

A budget of $2,762,478 for the fiscal year, beginning October 1, has been adopted by the Community Service Society. This new budget is $28,967 lower than that for the year just ending. Estimated income for the new fiscal year is $2,305,933. The deficit will be met from the Society's reserves.

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Do you borrow a copy of Better Times and have to return it before you can finish reading it? For $1.00 a year you can know what's going on among social workers and social agencies in and near New York; you can keep abreast of developments in the fields of health and welfare service related, directly and indirectly, to the work of your own organization; you can see each week a calendar of the important coming social work events.

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Housing and Migration Problems Face U S O

The USO already is trying to solve some of the problems brought up at this conference. For instance, that of dislocation of workers and the migration of large groups of people. Many new plants are located in areas largely rural, in towns and villages too small to handle this tremendous increase.

Housing is naturally the No. 1 problem in this situation. Take a typical community in the south. Start with a community of five or six hundred, where a plant is being constructed to use as many as 8,000 workers. In such a community people live in anything and everything available, even to chicken houses.

Then there are workers without previous experience who are going into war production plants, especially young girls. They fall into two major groups—girls from farm communities who have never worked anywhere but on the farm and those with previous experience but not in production work.

Where does the YWCA, in its relation to the USO, come into the picture? First there is the question of "leisure time." This means, in many instances, just primary things, a place to do the laundry or a place to prepare a meal. Then food is a consideration. In many communities the eating places are inadequate and the food poor.

The YWCA is one of six agencies in the United Service Organizations. The others are the Jewish Welfare Board, National Catholic Community Service, the National Travelers Aid Association, the Young Men's Christian Association, and the Salvation Army.

We have a tremendous job in planning a program to meet the needs of people who are working under great tension, many times in dangerous operations. Then, too, many workers have to adjust to working at other than the accepted hours. To take care of night shifts we have a recreation program which may start at two o'clock in the morning. Just imagine starting a dance at that hour!

The post mistress' report from one of the southern boom towns is a graphic example of the rapid growth of war production. In her community, figures show a 700 per cent increase in money orders for one year. In this same town the coming of war production workers brought an increase of 600 per cent in church attendance and 250 per cent in attendance at Sunday school.

The USO staff is confronted with handling all kinds of social problems. Certainly the kind of thing it is struggling toward is to see whether or not the USO, after it has terminated its services, when the war is over, leaves behind it a better organized, more self-conscious community. In order to accomplish that end, we don't attempt to solve all problems, but we work closely with all available agencies to assist the communities to become aware of their own problems. Many of these communities are going to be permanently affected; they are not going to be exactly the same again.

Opal Boynton
Head of Program Staff for USO Division of the National YWCA

Social Agencies Work Behind Scenes in War Drama

The social service agencies which do not do the dramatic war work, those which do the behind-the-lines essentials of keeping the home front strong, are going to have great burdens placed upon them. All of them—the health agencies, and especially the agencies that work with children. In this connection, may I say that England felt that she had anticipated almost everything, but she had not anticipated the enormous rise in juvenile delinquency.

In the induction of women in the role that they can play in the war, there are two parts. One is the active participation to win the war, the other is the maintenance of conditions in our cities, in our homes, in keeping as normal a condition as possible under the circumstances.

Social workers have a great responsibility to determine where their duties lie. There is a great temptation to want to seek the more exciting and somewhat more glamorous jobs connected with actual war activities. Social workers will have to settle with their own consciences as to whether or not they are contributing more to the total picture by carrying on the more humdrum duties of maintaining the back-home life of the soldier at the front.

The Women's Policy Committee of the War Manpower Commission, recently appointed by Paul V. McNutt, chairman of the Commission, includes Margaret A. Hickey, vice-president of the National Federation of Business and Professional Women's Clubs; Mrs. Dorothy Bellanca, vice-president of the Amalgamated Clothing Workers of America; Bess Bloodworth, vice-president in charge of Personnel, The Namm Store, Brooklyn; Jenny Matyas of the International Ladies Garment Workers Union, San Francisco; Mrs. Harris T. Baldwin, vice-president, National League of Women Voters, Washington; Mrs. Lowell Hobart; Mrs. Beatrice Gould, editor, Ladies Home Journal; Mrs. Blanche M. Ralston; Mrs. Sadie Orr Dunbar, Director, Oregon Tuberculosis Association; Mrs. Gladys T. Edwards; Mrs. Maudelle Bousfield and Ruth Allen of the University of Texas.

Then there is place for the volunteer worker. With the mobilization of so many of our women who have formerly given a great deal of time to philanthropic work —women whose organization abilities are needed in the war effort —there is an opening for the development of a younger group of volunteers in social work. The younger married women now have a chance to follow in the footsteps of their mothers in taking responsibilities in civic activities.

Bess Bloodworth
Vice-president in charge of Personnel, Namm's Department Store

Cut Cabinet Yields 300 Pounds of Scrap

Big Brother Movement Has Truck and Boys to Aid Other City Agencies

Fifteen minutes at the Big Brother Movement office last week disclosed a 300 pound find of copper and lead. This search through the 37-year-old cut cabinet of the organization points to a rich potential source of scrap metal for the war effort.

The Big Brother Movement has a camp truck and a crew of willing boys who are anxious to help in this effort. If you will call the Big Brothers at Gramercy 5-1204, the boys will call for your scrap some time during the week of October 13-17. Scrap should be carefully packed and tied in small size cartons, as the weight of heavy bundles would make moving by boys impossible.

To save gas and tires, routing and timing for the collection will have to be carefully planned. Won't you call the Big Brothers before October 7, telling them approximately the size of your donation.

Want a Country Home?

Caroline Club Makes Special Offer to Agency Staffs

Persons responsible for handling personnel in health and welfare agencies in the city are reminded this week by the Caroline Country Club Board of Social Workers of a special offer for their staff members.

A comfortable room may be had at the Club in Hartsdale for the same price as a hall bedroom in town. In addition the whole spacious Club and its facilities are available to the guests.

Through the fall and winter the Club also provides any staff members who need it a period of rest at modest rates, with a country hide-out away from work and the city bustle. And fall and winter outdoor sports are available.

The Club secretary, Kathleen Paterson, 105 East 22 Street, Algonquin 4-8900, will be glad to give you further information.

PERSONALS

Lewis H. Carris, Director Emeritus of the National Society for the Prevention of Blindness was awarded the Leslie Dana Gold Medal this year.

Shelby M. Harrison, general director of the Russell Sage Foundation, received an honorary degree of Doctor of Letters from Boston University at its spring commencement, for his directorship of the Foundation, his presidency of the National Conference of Social Work and his accomplishments as "a pioneer whose facile pen has blazed a trail for others to follow in social advance."

Helen D. Cole, supervisor of The Children's Aid Society's Foster Care Services, has been awarded an honorary degree of Doctor of Social Science by Colby College, her alma mater.

Mrs. Maude G. Johnson, formerly of the Brooklyn Bureau of Charities and the Social Service Department of the Harlem Y. W. C. A., is now full time social worker at the Ashland Place branch of the Brooklyn Y.W.C.A.

Dr. Enrique Washington Lithgow of the Dominican Republic and Dr. Oscar Martinez Gomez of Mexico have been awarded Dazian Fellowships for research at the Mount Sinai Hospital of New York. Awarded to strengthen good-will between the United States and Latin American countries, the fellowships, covering a year of research at Mount Sinai, are supported by the Dazian Foundation for Medical Research.

Manny Weiner has been appointed to the staff of Claremont House, where he will serve as Director of Group Work Activities.

Home Care Urged For Infirm Aged

Council Report Describes Five-Year Demonstration on Housekeeping Service

A housekeeping service for the chronically ill and the infirm aged is one of the needs of New York. This is emphasized by the Welfare Council in a report just issued.

Such a service is a part of the program of home care, the necessity for which will be increased by the discharge of inmates of hospitals who are suffering from chronic disease, but who do not require immediate hospital service. These discharges will become necessary by the demands on the hospitals due to the war emergency.

The study, "Housekeeping Service for Chronic Patients," is published by the Research Bureau of the Welfare Council. Marta Fraenkel of the Bureau's staff prepared the report, which describes the experiences of a five-year demonstration project on housekeeping service.

The project under scrutiny was established especially for people suffering from chronic disease and from the physical shortcomings of old age and has been operated in New York City by the Works Projects Administration under the sponsorship of the Department of Hospitals and under the technical supervision of the Committee on Chronic Illness of the Welfare Council.

Copies of the study may be obtained from the Council. The cost is $1.00.

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RECOMMENDATION ON HOURS OF WORK FOR MAXIMUM WAR PRODUCTION BY A COMMITTEE REPRESENTING

War Dept	Maritime Comm	Manpower Comm	Commerce Dept
Navy Dept	Public Health Svs	WPB	Labor Dept

Introduction

In view of the wide discrepancy in labor policy on hours of work among establishments--both private and governmental--working on war production, and in order to secure observance of those standards which experience shows are best for sustained maximum output, the following statement of policy is issued as a guide to Government establishements, to field representatives of procurement agencies, and to contractors working on war production.

Nothing herein contained in any way wiminishes the urgency of securing round-the-clock, 7-day week operation of plants and tools. The primary reason for this statement of policy is to secure increased production, by calling attention to certain practices that have been found to increase the efficiency of the human factor in production.

1. Weekly day of Rest

One scheduled day of rest for the individual, approximately every 7 days, should be a universal and invariable rule. The 7-day workweek for individuals is injurious to health, to production, and to morale. It slows down production because of the cumulative effects of fatigue, when not broken by a period of rest and relaxation, and it leads to increased absenteeism. Only in extreme emergencies and for a limited period of time should workers or supervisors forgo the weekly day of rest.

2. Meal Periods

A 30-minute meal period in mid-shift is desirable for men and women from the standpoint of the worker's health and from the standpoint of productivity. In occupations that involve contact with poisonous substances workers must have time to wash before eating as an elementary health precaution.

3. Daily and Weekly Hours

Daily and weekly hours of employees in war production plants should be reexamined to assure those schedules which will maintain maximum output over a long war period. Hours now worked in some plants are in excess of those which can be sustained without impairing the health and efficiency of workers and reducing the flow of production.

When daily and weekly hours are too long the rate of production tends after a period, to decrease, and the extra hours add little or no additional output; the quality of work may deteriorate during the whole period of work, not only during the hours of overtime; absenteeism rises sharply; the loss of time due to accidents and illnesses tend to increase Effects upon the health and morale of the worker may be slow in appearing u but are cumulative in nature. Irregular attnedance disrupts the flow of production because certain operations call for a balance of trained forces. In order to conserve irreplaceable skilled and supervisory manpower, uneconomical schedules should be revised.

When plants drawing on the same labor market compete for labor thru the device of offering heavy overtime payment the resulting unrest and turn over interferes with war production. In order to stop this type of labor pirating there should be uniformity in the hours schedules of plants in the same industrial area.

While a 40-hour week is generally accepted in peacetime there is a widespread and increasing agfeement as a result of actual experience, both in this country and abroad, that for wartime production the 8-hour day and 48-hour week approximate the best working schedule for sustained efficiency in most industrial operations. While hours in excess of 48 have proved necessary in some instances due to a limited supply of supervisory and skilled manpower, there has been some tendency to continue longer achedules after sufficient opportunity has been afforded to train additional key employees.

Plants which are now employing individual workers longer than 48 hrs a week should carefully analyze their present situation with respect to output and time lost because of absenteeism, accident, illness and fatigue. They should reexaimine the possibilities of training additional workers now, in order to lessen the need for excessive overtime during the long pull ahead. As rapidly as is feasible these plants should introduce the hours schedules that will maintain the best possible rate of production for the duration.

4. Vacations

The policy of profiding opportunity for restoration of energy of employees by a vacation period away from the job is demonstrated to be conducive to sustained production and is even more sound under emergency conditions of industry today than in peacetime. Experience demonstrates that by providing regular opportunities for men to have a limited period of time away from the job makes it easier to control sporadic absenteeism.

Industry in planning vacation programs must exert the utmost ingneuity to obtain the benefits without paying an over balancing cost in productive hours lost.

Vacations should be staggered and spread over the longest possible period. Vacations should not be permitted to excuse any shutdown of any department of any war production plant except where such shut down would not curtail production.